

COPY REQUEST FORM

Department of Criminal Records
Circuit Court of Jackson County, Missouri
Attn: Certified Copy Desk

Kansas City fax: (816) 881-3500
1315 Locust
Kansas City, Missouri 64106

Independence fax: (816) 881- 4691
308 W Kansas, Suite 310
Independence, Missouri 64050

FEES: Fees for copies are \$.50 per page, additional fee for certification is \$2.50 per document, additional fee for authentication is \$5.00 per document. Requestor will be notified of estimated fees; payment must be received before requests are processed. Please allow 10-14 business days after receipt of payment for processing.

All fields must be completed – incomplete requests will not be processed.

Date _____

Requestor's name _____

Requesting agency (if applicable) _____

Requestor's address _____

Requestor's telephone number _____

Requestor's fax number _____

Defendant's name _____

Defendant's social security number _____

Defendant's date of birth _____

Case number _____

Charges _____ **Year of charges** _____

CHECK ALL THAT APPLY TO YOUR REQUEST:

COMPLAINT / INFORMATION
 PROBABLE CAUSE
 SENTENCE / JUDGMENT
 ENTIRE FILE

CERTIFICATION
 AUTHENTICATION

OTHER (must specify) _____

SPECIAL INSTRUCTIONS:

NOTE: General records or background requests will not be processed; criminal case information may be obtained at www.courts.mo.gov/casenet. For additional case information or for a general records search, please contact: Missouri State Highway Patrol, Criminal Records Division, P.O. Box 9500, Jefferson City, Missouri, 65102. Phone: (573) 526-6153, fax: (573) 751-9382