



**16<sup>th</sup> JUDICIAL CIRCUIT OF MISSOURI**  
**Department of Criminal Records**

1315 Locust  
Kansas City, MO 64106  
816-881-4350

308 W. Kansas, Suite 127  
Independence, MO 64050  
816-881-4500

**Beverly A. Newman**  
**Court Administrator**

**Sarah N. Voss**  
**Director, Criminal Records**

I certify that I am the (check one):

Defendant       Bond Assignee       Other  
 Defendant's Attorney       Victim

My full name is: \_\_\_\_\_

Preferred phone no.: \_\_\_\_\_ Preferred email address: \_\_\_\_\_

Criminal case number: \_\_\_\_\_

**Previous Address**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**New Address**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

## **Important Notice**

Rule 37.28 – Notice of Change of Address – Any defendant who has been released pending further proceedings and any surety for such defendant shall give written notice to the clerk of the court in which the case is pending of any change of address.

You are not authorized to change an address other than your own.

Your address will **not** be changed in the court's records and you will continue to receive mail from the court at your old address until you complete and sign this form and file the completed form with the court.

Your mailing address is not necessarily the same as the address at which you live. If you do not wish to give the address at which you live, you **must** still give the court a mailing address. Because court actions are a matter of public record, the address you list will be available to the public.

By signing this form, I acknowledge that the above information is true and correct.

---

Signature

---

Date

If your case was heard in Kansas City, mail or fax to:

Department of Criminal Records  
1315 Locust  
Kansas City, MO 64106  
(Fax) 816-881-3420

If your case was heard in Independence, mail or fax to:

Department of Criminal Records  
308 W. Kansas, Suite 127  
Independence, MO 64050  
(Fax) 816-881-4691