



# Camden County Sheriff's Office

1 Court Circle NW Suite 13, Camdenton, MO 65020

Records Bureau 573-346-2243 x 1254 or x 1238 Fax 573-346-0176

## Request for Copy of Records

Missouri Sunshine Law Chapter 610 RSMo

Please print legibly. Use only black or blue ink.

Today's Date: \_\_\_\_\_

Case Number: \_\_\_\_\_ Subject's Name: \_\_\_\_\_

Reason for Request:  Victim  Media  Insurance  Other: \_\_\_\_\_  
Ex: criminal discovery, civil purposes (610.100.4)

Request is for:  Report  Booking Photo  Video  Audio

NOTE: Any item, document, video, etc., held as evidence will not be released

Notes that may assist us with request: \_\_\_\_\_

### Requestor Information

Name: \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address, City, State, Zip Code

Additional Information: \_\_\_\_\_  
Phone number, E-mail address, "Reference to" information

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As victim and/or representative of person(s) involved with investigation, I do not object to the requested records being released.

Requested information must be picked up in person.

<p><b>RECORDS ON FILE:</b> \$5.00 per record (price includes first two pages of record)</p> <ul style="list-style-type: none"> <li>• Booking Photos</li> <li>• Investigative Reports</li> <li>• Jail Arrest Record/ Census</li> <li>• Inmate Files</li> </ul> <p>Additional pages in excess of first two pages: \$0.10 per page black and white copy \$0.75 per page color copy</p>	<p><b>MEDIA:</b> \$15.00 per Digital Photo CD (100 photos or less) \$1.25 per 3"x 5" printed digital photograph \$15.00 Audio Recording on CD (30 minutes or less)</p>
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Make checks payable to: **Camden County Sheriff's Office**

Mail payment to **Camden County Sheriff's Office, Records Bureau, 1 Court Circle NW Suite 13, Camdenton, MO 65020**

Requests may be faxed to **573-346-0176** or emailed to [s.brewster@camdenso-mo.us](mailto:s.brewster@camdenso-mo.us) or [t.bailey@camdenso-mo.us](mailto:t.bailey@camdenso-mo.us)

### Department Use Only

Unable to complete request because:  Media/ Report not found with info provided  Report not complete  
 Sent to Prosecutor  Location of occurrence not in CCSO jurisdiction  Media not available for this case

Requestor advised request is completed and able to pick up **Employee Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Information that is reasonably likely to pose a clear and present danger to the safety of any victim, witness, undercover officer, or other person; or jeopardize a criminal investigation, including records which would disclose the identity of a source wishing to remain confidential, a suspect not in custody and information of persons under 18 years old will be blacked out (RSMo 610.100.3). A person's Social Security number will not be released (RSMo 610.035). The County carries the burden of proof required to initiate an action in circuit court justifying the non-disclosure of partial or complete records. Positive identification may be requested before releasing records.