



Hollister Police Department

REQUEST FOR RELEASE OF RECORDS INFORMATION



Date:	Date of incident:	Case#
Location of incident:		

APPLICANT INFORMATION

Name:		DOB:		
Address:				
Home Phone:		Cell Phone:		
Requesting Agency (If applicable):				
Applicant Identifier Information	<input type="checkbox"/> Victim	<input type="checkbox"/> Suspect	<input type="checkbox"/> Driver	<input type="checkbox"/> Other
	<input type="checkbox"/> Passenger	<input type="checkbox"/> Insurance Rep.	<input type="checkbox"/> Attorney	
	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Police Officer	<input type="checkbox"/> Probation/Parole	
Information Requested	<input type="checkbox"/> Crime Report	<input type="checkbox"/> Incident Report	<input type="checkbox"/> Call Logs	<input type="checkbox"/> Other Explain:
	<input type="checkbox"/> Accident Report	<input type="checkbox"/> Photographs		
Reason for Information	<input type="checkbox"/> Court	<input type="checkbox"/> Investigation	<input type="checkbox"/> Other Explain:	
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Insurance		
Certification	I certify that under penalty of perjury that I am or represent the party of interest identified in the information listed here on.			
	Signature			Date:

Upon completion, please submit this form in writing or via email to the Hollister Police Department Records Division.

Contact information:

Joanna Tate

Police Records Specialist

jtate@hollistermo.gov

417-334-3000 Ext. 1012

**ADDRESS: 240 Hollister Pointe Dr.
Hollister, MO 65672**

REQUEST FOR RELEASE OF RECORDS INFORMATION

To properly assess your request for copy of written report, you have been provided with this "request for release of records" form. Please answer the entire question and check the boxes that pertain to you. This will reduce the unnecessary delay in processing of your request. All requests are to be submitted **without payment** until the release has been officially approved. **You will be contacted by our records personnel to schedule pick up and payment, when the report is ready for release.**

Guidelines for the release of law enforcement records are governed by 610.100 RSMO.

TRAFFIC CRASH REPORTS

If you are requesting a copy of a traffic crash report, you must be one of the following:

- . An involved driver
- . The guardian or conservation of a driver involved.
- . The parent of an involved minor.
- . The authorized representative of the driver.
- . An associated injured party.
- . The owner of property damaged by the accident.

CRIME AND INCIDENT REPORTS

If you are requesting a copy of crime and or incident report, you must be one of the following:

- . The victim.
- . The authorized representative of the victim.
- . An insurance carrier against which claim has been or might be made.
- . Any person suffering bodily injury or property damage or loss.

However, 610.100 RSMO also precludes releasing any information or copies of reports if disclosure would endanger the safety of witness or other person involved in the investigation or endanger the successful completion of the investigation or related investigation.

ARREST REPORTS

Contact the court or the Prosecuting Attorney's office for release.

JUVENILE REPORTS AND CONTACTS

Juvenile information includes ANY document relating to juvenile contacts or arrests, even if juvenile court proceedings were not instituted including records of temporary custody and detention of a minor. Welfare and Institutions code section 827 provides the Juvenile Court with the exclusive authority to determine whom, and the extent to which juvenile record information may be released. Release of juvenile information requires the express permission of the presiding judge of the juvenile court.

FEES

There is a fee of \$5.00 for all reports- Cash only, exact change.

You will be asked to display a proper Missouri Driver's License upon receiving your requested report.

Insurance/Attorney Representatives can request reports via email. However, a payment in the amount of \$5.00 must be received by mail upon release of the report.