

SWEET SPRINGS MISSOURI POLICE DEPARTMENT  
**CUSTODIAN OF RECORDS**  
**RECORDS REQUEST**

*Completion of this form is not required to fulfill your record request. However, it will expedite your request.*

<b>Requestor's Information</b>			
Print Name:	Business/Firm Name:	Email Address:	
Telephone No.:	Business Address:	Full Address:	

<b>Reason for Request</b>			
Are you an attorney requesting records for the purpose of representing a client? <input type="checkbox"/> Yes <input type="checkbox"/> No		Current Bar Card No.	State of Issuance:
If Insurer or attorney representing insurer, list your insured's name:		If Insurer, list insured's policy number:	
I represent the below client(s) for the purpose of this request:			
Print Name	Gender	DOB	Court Case No. (if applicable)

(Check all that apply.)

Current Civil Litigation     Municipal Court Case     Potential Civil Claim     Defense

I represent the **next of kin** of the deceased. \_\_\_\_\_ (print deceased name). I represent the below next of kin:

\_\_\_\_\_ (print name), relationship of the deceased \_\_\_\_\_.

My client is depicted or their voice is on the mobile videoing recording.

My client is the  parent or  legal guardian of the minor child \_\_\_\_\_ (print minor's name), with date of birth: \_\_\_\_\_ . (Must provide proof of relationship, such as birth certificate.)

**Other**, list reason: \_\_\_\_\_

<b>Records Requested</b> (Provide <u>all</u> known information to help process your request)			
Police Report No. (CRN):	Date of Incident:	Time of Incident:	Location of Incident:
Type of Incident (crash, burglary, arson, etc.):			
Describe the type of record you are requesting (incident report, reconstruction report, etc.) or information you are requesting: _____			
Are you requesting video and/or audio recordings? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> . <b><i>There is a backlog of video and audio requests, which require additional staff time prior to release and may slow down your request by more than three weeks. If you are not requesting video or audio recordings, at this time then check "NO."</i></b>			
<b>Video(s) Requested</b> (Be specific.)			
<input type="checkbox"/> Patrol <input type="checkbox"/> Interrogation <input type="checkbox"/> All Detention <input type="checkbox"/> Surveillance <input type="checkbox"/> Breath Analysis Room Only			
<input type="checkbox"/> Other: _____			

<b>SSPD DTS Use Only:</b>				
Start Time:	End Time:	Total Labor:	Media/Shipping:	<b>Total: \$</b>

**In compliance with 18 U.S.C. 2721, also known as the Driver's Protection Act, and in order to receive certain information unredacted, you must meet one (1) of the following criteria.**

**I qualify to receive certain personal information, because the following applies to my client/me (check all that apply):**

- 1. Government agency or representative carrying out its function.
- 2. In connection with matters of motor vehicle or driver safety and theft.
- 3. In connection with motor vehicle emissions, product alterations, recalls, advisories, performance monitoring, parts and dealers, market research (including survey research) and/or removal of non-owner records from the original owner records of motor vehicle manufacturers.
- 4. Legitimate business or its agents, employees, or contractors to:
  - Verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; **and**
  - Obtain the correct information (if information submitted is not correct), but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
- 5. For use in connection with any civil, criminal, administrative, or arbitral proceeding. This includes service of process, investigation in anticipation of litigation, and the execution of enforcement of judgments and orders or pursuant to an order of a court.
- 6. Research activities and for use in producing statistical reports. (Note: the personal information obtained cannot be published, redisclosed, or used to contact individuals).
- 7. Insurer, insurance support organization, self-insured entity (or its agents, employees, or contractors), in connection with claims investigation activities, antifraud activities, rating or underwriting.
- 8. Providing notice to the owners of towed or impounded vehicles.
- 9. Licensed private investigative agency or licensed security service. (Note: Cannot be selected alone. Must include another purpose.)
- 10. Employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of title 49 of the United States Code.
- 11. Use in connection with the operation of private toll transportation facilities.
- 12. A party involved in the incident.

