



Camden County Sheriff's Office

1 Court Circle NW Suite 13, Camdenton, MO 65020

Records Bureau 573-346-2243 x 282 or x 238 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>RECORDS ON FILE: \$5.00 per record (price includes first two pages of record)</p> <ul style="list-style-type: none"> • Booking Photos • Investigative Reports • Jail Arrest Record/ Census • Inmate Files <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>MEDIA: \$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 c.kruse@camdenso-mo.us or 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 17 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.