



City of Berkeley Police Department

8340 Frost Ave., Berkeley, MO 63134 ♦ Phone: (314) 524-3311 ♦ Fax: (314) 264-2197

Emergency: **911**

Berkeley Police Department Record Request

Date of Request: _____ Report Number: _____

Name of person making request (PLEASE PRINT):

First Name: _____ Last Name: _____

Address: _____

Phone Number (including area code): _____

Fax Number (if applicable): _____

Email Address: _____

Name of Company/Organization (if applicable): _____

Type of Incident: _____

Date of Incident: _____

Name of Person(s) involved: _____

Are you a victim of this crime or incident? Yes _____ No _____

Is this request for law enforcement/government purposes? Yes _____ No _____

Signature: _____

There is a \$10.00 fee for **each** requested report with the exception of Call for Service Records which are free of charge.

Business and Law Firm Requestors:

Online Payments: <https://www.berkeleymo.us/egov/apps/payment/center.egov?view=form;page=1;id=426>.

You may also mail a check made payable to the Berkeley Police Department.

****There is no fee if your business is in the City of Berkeley.***

Insurance Company Requestors:

Please mail your request and check payment to the Berkeley Police Department.

Police/Local Government/Healthcare/Utility Services/Senior Citizens (Age 60 & Up) Requestors:

Report fees are waived for these requests.

All Other Requestors:

Please submit your request and the Records Clerk will notify you if payment is needed.

Please email or fax your completed record request to pdrecords@berkeleymo.us or (314) 264-2197.