

ONLINE ORDERING INSTRUCTIONS

IMPORTANT: Prior to submitting your online order, please take measure to assure your report is a City of North Kansas City Police Report. The Kansas City Police Department surrounds the CITY OF NORTH KANSAS CITY POLICE DEPARTMENT jurisdiction, often resulting in invalid requests.

TIP: The City of North Kansas City Police reports will contain six total digits in the following format: YY-XXXX (The first two digits signify the year the report was written.)

Website: www.officialpayments.com

Click on Local Payments

- Enter 3542 as Jurisdiction Code or Select Missouri and City of North Kansas City from the State and Payment Entity drop downs. Click the green “Make a Payment” button to advance to the next screen.
- Select “Police Report” from Payment Type drop down list. Click the green “Make a Payment” button to advance to the next screen.
- Accept the Fee and Terms and Conditions. Click the green “Make a Payment” button to advance to the next screen.
 - The fee is \$12 for the report and \$2 Convenience Fee for a total of \$14.00
- Customers MUST fill in all the ship-to fields, including a phone #, mailing address, and incident information. You may choose to have the report either mailed or emailed to you. If you would like your report emailed to you, please be sure you enter your email address in both email fields on the contact page.
- Email report request will generally be emailed on the following business day of the date the order was submitted, however, it may take 2 to 3 business days on some occasions.
- If you have requests for videos or images you must request these by mail. The cost for videos is \$25.00. Checks or money orders should be made payable to the City of North Kansas City

Please feel free to call 816-412-7900 if you need additional assistance, need to obtain a report number, or verify the correct jurisdiction prior to submitting your online request.