

# North Kansas City Missouri Police Department Request for Report Reproduction

EFFECTIVE NOVEMBER 1, 2017, POLICE REPORTS CAN BE OBTAINED IN PERSON AT 2020 HOWELL STREET, MONDAY THROUGH FRIDAY, 8:00 A.M. TO 1:00 P.M. AND 1:30 P.M. TO 4:30 P.M. Records may also be requested by mail and ordered online. Reports ordered online will be assessed an additional \$2.00 convenience fee. Online orders requesting an emailed report should receive the report at the email address designated, in 1 to 2 business days from the date the order is received. Information that is contained in a report cannot be obtained by telephone or fax.

**TO OBTAIN YOUR REPORT BY MAIL, please complete and return Section A of this form and include \$12.00 per Accident Report or Incident Report. Mail requests to: North Kansas City Police Department, Records Section, 2020 Howell Street, North Kansas City, MO 64116. MAKE PERSONAL CHECK, CASHIER'S CHECK, BUSINESS CHECK, OR MONEY ORDER PAYABLE TO THE CITY OF NORTH KANSAS CITY.**

## FOR ONLINE ORDERING:

- Go to [www.nkc.org](http://www.nkc.org)
- Click on "Online Payments" quick link located on the home page or on the bottom of any other page.
- Select the "Police Report" link from the Police Department section of the page.
- This will direct you to Official Payments where you can select police report from the Payment Type dropdown
- Proceed to the next page by clicking the green Make a Payment button. It is not necessary to create an account. You may place your order by continuing as a guest.

**IMPORTANT - If you choose the online ordering option:** Prior to submitting your order, please take measure to assure your report is a City of North Kansas City Police Report. The Kansas City Police Department surrounds the 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: 17-XXXX (The first two digits signify the year the report was written.)** Please feel free to call 816-412-7900 if you need additional assistance, need to obtain a report number, check availability, or verify the correct jurisdiction prior to submitting your online request.

**Release of criminal offense reports will be in strict accordance with Missouri Law.**

## SECTION A

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Case Number: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_ Type of Report: \_\_\_\_\_  
Location of Occurrence: \_\_\_\_\_  
Delivery Option:  Mail to above address  Email to: \_\_\_\_\_

**NOTE:** Cashier's check, personal check, business check or money order will be accepted for payment.

**DO NOT SEND CASH THROUGH THE MAIL.**

## SECTION B

### Please Detach For Your Records

Case Number: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_ Type of Report/Offense: \_\_\_\_\_  
Location of Occurrence: \_\_\_\_\_ Reporting Officer: \_\_\_\_\_ Badge #: \_\_\_\_\_  
Follow-up Handled By: \_\_\_\_\_ Badge #: \_\_\_\_\_ Phone: \_\_\_\_\_

- You may not be personally contacted by an investigator unless further information is needed. If you have additional information or have recovered your property (to include automobiles), please contact the unit handling follow-up.
- If your vehicle was towed, you will need to contact the Police Department at 816-274-6013 for instructions on obtaining a release for your vehicle.
- If you have questions regarding obtaining copies of reports, please contact the Records Section at 816-412-7900 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
- If property was recovered by the police regarding this incident and you can prove ownership, contact Sgt. Snook at 816-412-7948 between 8:00 a.m. and 2:00 p.m., Monday through Friday.
- If you have questions or additional information to add to your police report, please contact the reporting officer or person listed as handling the follow-up.

**If you have been involved in a vehicle accident, it is your responsibility to exchange information with the other driver or vehicle owner.**