

ATTENTION ATTORNEYS AND INSURANCE COMPANIES

Effective January 12, 2005, all requests for police reports from attorneys and insurance companies must be submitted via U.S. mail. Requests should be directed to:

Custodian of Records
St. Louis Metropolitan Police Department
Correspondence Unit
1200 Clark St. Louis, MO 63103

Attorney requests should be on letterhead and affirmatively identify the client they represent. The attorney's Bar number and original signature must be included.

Insurance Company requests should be on letterhead and include the insured's name and an original signature.

Requests from attorneys and insurance companies should include the **\$6.50** fee and should be paid with a business check which includes a street address. Check should be written to the "Board of Police Commissioners."

Responses to requests will be mailed to street addresses only and cannot be faxed or delivered to P.O. Boxes. Reports are not available for pick up.

The SLMPD reserves the right to request additional information or documents which confirm the requesting party is a licensed attorney who has been retained by the client.