



Circuit Court of Missouri
 Sixteenth Judicial Circuit Court
 Kansas City Municipal Division
 511 E. 11th Street
 Kansas City, Missouri 64106

(816) 513-2700
 Fax: (816) 513-6782
 Email: court@kcmo.org

Record Request

(Submit completed form and attachments by email, fax, mail or in person)

Please Note: This court can only provide Kansas City, Missouri Municipal Court records/information. Courts **DO NOT** perform criminal background checks. For background checks contact Missouri Highway Patrol or other area law enforcement agency.

Date: _____

Requestor's Information

Name: _____

Agency/Law Firm/Business: _____

Address: _____

Contact Number: _____ Fax Number: _____

Email Address: _____

Information About Record(s) You Are Requesting

Defendant's Name: _____
(Name of person charged on ticket/case/record you are requesting)

Defendant's Date of Birth: _____ Last 4 digits of Defendant's SSN (if available): _____

Case Number	Charge	Date (or Year/Date Range) of Case
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I need: ___ Copy/print out of case(s) to show case information, charges, status, disposition, fines, etc.
 ___ Other document(s) in case _____
(Copy of ticket, probation order, summons, etc.)

Do you need record certified? ___ Yes ___ No (Certification charge may apply)

Other/Additional details: _____

You do not need to state a reason or submit a release to obtain open/public (non-confidential) court records. If your request does involve a confidential court record, it only can be released to: **1.** Defendant (ID required); or Defense attorney of record in the case(s) (ID required); **or 2.** With written, notarized authorization from defendant (form available from Municipal Court if needed); **or 3.** Under an exception in 610 RSMo. (Missouri Sunshine Law) or other valid statute/law; **or 4.** by court order. **List exception to obtain confidential court record; attach ID/relevant paperwork:** _____ Additional court rules, statutes, laws, ordinances, or regulations deeming a record closed to the public or requiring confidentiality or redaction also will apply. We will make our initial response within three (3) business days of receipt. Completion of request may take longer. Requests requiring significant staff time, resources, paper copies, flash drives/disks/other storage devices, archive records searches and/or retrieval are subject to additional fees. All fees must be paid prior to the release of records.

This section is for court staff use only. Enter date of action and initial: Received _____ Initial Response _____
 Completed _____ Costs: _____ Notes: _____