

# What Do I Need to Bring?

If you decide you would like to pick up your report, please visit:

**St. Louis County Police Department  
Headquarters  
7900 Forsyth Boulevard  
Clayton, Missouri 63105**

**Record Room  
Room B-013**

**Monday– Friday  
7:30 a.m. to 4:00 p.m.**

Be advised that the Record Room is closed on weekends and holidays.

Please enter Headquarters on Central Avenue. You must go through security and a metal detector.

Make sure you have the following items in hand:

- If you are not directly listed in the report, you must have a Notarized release. The release would need to be from an individual in the report, and state that they authorize us to release the report to you.
- A government issued ID:
  - State ID,
  - Driver's License, or
  - Passport.
- A payment of \$6.50 is required: cash, check, or credit card. **Unfortunately, we do not take American Express.**

# Police Services

Resources	
Emergency	911
Non-Emergency	636-529-8210
TTY Hearing Impaired	636-529-8220 or 911

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Precincts	
North County	314-615-4297
Central County	314-638-5550
Afton-Southwest	314-615-4266
South County	314-615-0162
City of Fenton	636-349-8120
City of Wildwood	636-458-9194
West County	636-225-0425
City of Jennings	314-385-4672



The St. Louis County Police Department is interested in citizen's opinions about our agency and its employees. Please visit the website below and take our survey.

[www.stlouiscountypolice.com/citizen-resources/citizen-satisfaction-survey/](http://www.stlouiscountypolice.com/citizen-resources/citizen-satisfaction-survey/)



[stlouiscountypolice.com](http://stlouiscountypolice.com)

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# How to File a Police Report



St. Louis County Police Department  
7900 Forsyth Boulevard  
St. Louis, Missouri 63105

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## Why Bother Making a Report?

There are many reasons to file a police report. Some of the most common are:

- Finding and arresting a suspect in a crime.
- Adding serial numbers to statewide databases to recover stolen property.
- Tracking criminal activity in various areas to prevent future crimes.

## Where Do I File My Report?

Reports need to be made in the city that the crime occurred. If the crime happened in St. Louis County you can contact our non-emergency dispatch at 636-529-8210 to have an officer sent to your location. Sometimes, depending on the crime, the reports will be able to be taken over the phone. Otherwise, you can visit the nearest precinct station to file a report.

## What Happens After I File the Report?

Often, follow-up investigation is handled by the police officer. Depending on the crime, the report can be assigned to a detective and will be investigated further.

However, when there is enough suspect information, it often leads to an arrest. The officer then presents the case to a prosecutor for possible criminal charges to be issued.

## What's the Process of Obtaining a Copy of My Report?

Police reports typically take 7-10 business days to be written and approved by the officer's supervisor. We highly recommend waiting at least seven days to ensure that your report is complete before requesting it. Unfortunately, we won't be able to do any research over the phone to check the status of your report for privacy reasons.

After the seven days, you can request your report either by mail or in person at the St. Louis County Police Headquarters located at 7900 Forsyth Blvd in Clayton, MO. If you mail in your request, you will need to submit a check or money order made out to the "Treasurer of St. Louis County" for \$6.50. A notarized release will also need to accompany your request.

## Why Do I Have to Pay for My Report?

Filing a police report is free, however getting a copy of the report does cost money. There is a \$6.50 fee, implemented by the St. Louis County Council (Ordinance No. 701.080), which covers administrative costs for locating, reviewing, photocopying, and providing the report.

## I Waited the Seven Business Days, Why Did I Only Get an Incident Copy of My Report?

We ask requestors wait the 7-10 business days, so the officer can have time to compile their report and have it approved by a supervisor. At any time, we can provide an incident copy of the report showing the minimum information such as victim, property, and nature of the crime. However, just because the report is approved doesn't mean its releasable.

Missouri law enforcement agencies abide by state law entitled, "The Sunshine Law." This law provides guidelines to determine if a full investigative copy of a police report can be released to a requestor. Factors that contribute to the release-ability of the report include:

- Has the statute of limitations run out on the offense?
- Was the suspect convicted of the offense, or did the judge order the record to be closed?
- Is the investigation still active? Has the officer completed the investigation?
- Is there a wanted subject or criminal court proceedings?
- Was a Juvenile involved in the report?