



# City of Berkeley Police Department

8340 Frost Ave., Berkeley, MO 63134 ♦ Phone: (314) 524-3311 ♦ Fax: (314) 264-2197

Emergency: **911**

## Berkeley Police Department Record Request

Date of Request: \_\_\_\_\_ Report Number: \_\_\_\_\_

Name of person making request (PLEASE PRINT):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (including area code): \_\_\_\_\_

Fax Number (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Company/Organization (if applicable): \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Name of Person(s) involved: \_\_\_\_\_

Are you a victim of this crime or incident? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this request for law enforcement/government purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

There is a \$10.00 fee for **each** requested report with the exception of Call for Service reports which are free of charge.

The \$10.00 fee can be paid by credit/debit or electronic check through our website at <https://www.cityofberkeley.us>:

- 1) Select "Online Payments" from the Home page
- 2) Select the link for "Police Department"  
[https://swp.paymentsgateway.net/co/default.aspx?pg\\_api\\_login\\_id=abMx84Aqwi](https://swp.paymentsgateway.net/co/default.aspx?pg_api_login_id=abMx84Aqwi)
- 3) Enter "Billing Information"
- 4) Enter "Payment Information"
- 5) Review & Submit Payment

**There will be a service fee of 2.5% or a minimum of \$1.50 for using this system with a credit card. This fee is not charged nor collected by City of Berkeley but by the payment processor {Forte}. Should you have any questions regarding your bill, please call our office at (314) 524-3313.**

Please email or fax your completed record request to [pdrecords@ci.berkeley.mo.us](mailto:pdrecords@ci.berkeley.mo.us) or (314) 264-2197.  
We will send your requested record(s) once your payment has been received.