Nixa Police Department
Record Request

EMAIL FORM

This is a request for records maintained by the Nixa Police Department. These records may fall under Missouri Revised Statutes, Chapter 610 (the Missouri "Sunshine Law"). It is possible that these records or portions of them may not be open records under Missouri State Statutes and not available for release in part or whole.
(Fields marked with an asterisk (*) are required)

Today's Date & Time: _____

Report Number: _____ Type of Incident: _____

Date of Incident: _____ Name on Report: _____

Time of Incident: _____ Incident Location: _____

Reason for request: ☐ Victim ☐ Insurance ☐ Other: _____
☐ Media ☐ Personal
ex: Civil Litigation (610.100.4)

Describe any additional records **as specifically** as possible: _____

Person or Company Requesting Record

*Name: _____ Attn or Client: _____

*Address: _____
Street address, City, State, Zip Code

*Phone: _____ Fax: _____ Email: _____

Please allow three full working days following the received date of the request for processing. If the records cannot be processed in three full working days you will be given the approximate date they will be available (RSMo 610.023.3.) Records requests are not received on holidays or weekends.

NPD Office Use Only

Request Received By/DSN: **Date & Time:**

Notes

Unable to complete request because: ☐ Report not found with info provided ☐ Report not approved
☐ Incident location not in NPD jurisdiction ☐ Media log available from CCES911

☐ Advised unable to complete request **Employee DSN** _____ **Date & Time** _____

☐ Advised request is completed and able to be picked up **Employee DSN** _____ **Date & Time** _____

Picked up by: _____ **Employee DSN** _____ **Date &Time** _____

Requests may be faxed to 417-725-0915 or emailed to Wendi Buckmaster at wbuckmaster@nixa.com

Information that is reasonably likely to pose a clear and present danger to the safety of any victim, witness, undercover officer, or other person; or jeopardize a criminal investigation, including records which would disclose the identity of a source wishing to remain confidential or a suspect not in custody shall be redacted (RSMo 610.100.3.) A person's social security number will not be released (RSMo 610.035.) Positive identification may be requested before releasing records.