



Municipal Offices - 250 S. Main St., Peculiar, MO 64078
Phone: 816.779.2221 Facsimile: 816.779.5213

Request for Records

This is a request for records under the Missouri Sunshine Law, chapter 610, RSMo. Access to public records shall be Provided within three (3) business days following a request unless additional time is required to obtain records.

Date of Request: _____

Time of Request: _____ am/pm

Name: _____ Phone #: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax #: _____

DOCUMENT REQUESTED:	# OF PAGES	# OF COPIES	CERTIFIED (Y/N)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Requested By: _____
Signature

Date: _____

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

I, request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to

(Tell how you will use the information and why that use is in the Public interest.)

Date request received: _____

Time: _____ am/pm

CHARGES:

Certification (@\$5 each) _____

AMOUNT PAID: _____

Research time (\$4 per 15 min. period after 1st 15 minutes) _____

CHECK CASH CREDIT CARD
(Circle one)

Cost of Copies (\$.10/page) _____

PICKUP DATE: _____

TOTAL DUE: \$ _____

DATE MAILED: _____

City Clerk/Custodian of Records

Date