

# Stone County Sheriff's Office Report – Records Procedures

## Reports

If you would like a copy of a report, then you must put the request in writing to the following address, please make sure that you send the appropriate fee. Each report copy is \$5.00:

Stone County Sheriff's Office  
Attention: Records  
PO Box 245  
Galena, MO 65656

Or via email at [admin@StoneCountyMOSheriff.com](mailto:admin@StoneCountyMOSheriff.com)  
Mail the fee separately.

Please include as much information about your case as possible. The most helpful information would include your full name, names of other parties involved in the case, a case number or a date and time the report was taken. Also include in the letter your full name, address and telephone number so that we may contact you with any questions we may have. *(You can also download the Report Request Form from the Links & Resources Page, fill in and return with the appropriate fee.)*

Provided the report is a closed record, **NO LONGER** being investigated, a copy of the report will be mailed out to you within 3 business days. If the report is still open and being investigated you will receive a letter explaining why the report is not included along with the return of your fee.

In those cases where an insurance agency is requesting a report and there is suspect information listed, then the suspects information will be removed from the report before it is released.

If you are a suspect listed in the report, then you may obtain a copy of the report either through the Stone County Prosecuting Attorney's Office or have your attorney subpoena the report through the court.