

Missoula County Sheriff's Office
Public Criminal Records Request Form

Public information is available to any persons making a written request for information regarding a reported incident. The release of public information is defined by Montana Administrative Rule 23.12.203 as it relates to Initial Offense Reports – general nature of charges against the accused, offense location, name, age & residence of accused, name of victim (unless sex crime) the identity of a witness unless the witness requests confidentiality. MCA 44-5-301 discusses dissemination of public information. (See reverse side for this information)

THIS FORM IS SPECIFIC TO THE RELEASE OF **INITIAL OFFENSE REPORTS** and **INSURANCE REPORTS**. Do not use this form for any other records request including Coroner Reports and Accident Reports. Visit our website at <https://www.missoulacounty.us/government/public-safety/sheriff-s-office> or call our office 406-258-4810 for information on how to request these types of reports.

Initial Offense and Insurance Reports are summaries of an incident and do not contain investigative information or materials. Please contact the County Attorney's Office to request investigative reports.

The Missoula County Sheriff's Office will make every effort to provide the requested report within **7-10 business days from the date your request is received**. However, there are sometimes circumstances that will dictate a later release date.

Complete this form and submit online to Missoula County's Request Portal (<https://missoulacountymt.nextrequest.com/>)

All correspondence and requested documents will be disseminated via the request portal. If you have limited access to the internet, requests can be submitted in-person or mailed to:

Missoula County Sheriff's Office
Attn: Records
200 W. Broadway
Missoula, MT 59802

FEES

MCA [2-6-1006\(3\)](#), A public agency may charge a fee for fulfilling a public information request. Except where a fee is otherwise provided for by law, the fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The public agency may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

Once your request is received, you will be advised if there is a fee associated with this service. Fees must be paid prior to dissemination.

(*Note - Fees will be waived for Victims requesting copies of Initial Offense Reports/Insurance Reports)

ALL REQUESTORS MUST COMPLETE THE FOLLOWING - PLEASE PRINT CLEARLY (illegible information will delay the response):

Incident Information

Incident # (if known): _____ Offense: _____ Date/Time: _____

Location: _____

Name(s) of Involved Parties: _____

Your information

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Signature: _____ Date: _____

Administrative Use Only

Incident/Case # _____ Date Request Received: _____

Processed by: _____

Date of release or denial: _____

If denied or pending, note reason below:

44-5-301. Dissemination of public criminal justice information. (1) There are no restrictions on the dissemination of public criminal justice information.

(2) All public criminal justice information is available from the department or the agency that is the source of the original documents and that is authorized to maintain the documents according to applicable law. These documents must be open, subject to the restrictions in this section, during the normal business hours of the agency. A reasonable charge may be made by a criminal justice agency for providing a copy of public criminal justice information.

Administrative Rules of Montana

23.12.203 INITIAL OFFENSE REPORTS

(1) Initial offense reports should contain the following:

- (a) the general nature of the charges against the accused;
- (b) the offense location;
- (c) the name, age, and residence of the accused;
- (d) the name of the victim, unless the offense charged was a sex crime; and
- (e) the identity of a witness unless the witness has requested confidentiality.

(2) Initial offense reports should not contain:

- (a) driver's license numbers;
- (b) social security numbers;
- (c) medical records, including but not limited to, mental health records and records relating to drug and alcohol addiction or treatment;

(d) with respect to the victim of an offense committed under 45-5-502, 45-5-503, 45-5-504, or 45-5-507, MCA, any information other than the offense location that may directly or indirectly identify the victim; and

(e) with respect to the victim of any offense other than those described in (2)(d) who requests confidentiality, any information other than the offense location that may directly or indirectly disclose the address, telephone number, or place of employment of the victim or a member of the victim's family.