

**CIVIL OR CRIMINAL BY FAX/MAIL/COURIER**

The National Archives and Records Administration in Kansas City, MO, accepts requests for photocopies of civil or criminal case files. You may request copies of the entire contents of the case file or a package of commonly requested documents from criminal case files. **Payment must accompany your request.**

Step 1: FOR EACH CASE, obtain the following information from the Court where the case was filed and closed. PLEASE USE ONLY ONE FORM PER CASE. (This form may be photocopied.)

ACCESSION NUMBER: 021- \_\_\_\_\_ - \_\_\_\_\_

NARA LOCATION NUMBERS: Row \_\_\_\_\_ Unit \_\_\_\_\_ Shelf \_\_\_\_\_

AGENCY BOX NUMBER: \_\_\_\_\_

CASE FILE NUMBER: \_\_\_\_\_ CASE FILE NAME: \_\_\_\_\_

CITY AND STATE WHERE COURT IS LOCATED: \_\_\_\_\_

Step 2: The following options are available:

ENTIRE CASE. Cost: \$35.00 (Uncertified) or \$45.00 (Certified). All documents of the case file will be copied. You will be notified and given further options if your request exceeds the **60-page limit** for documents returned via fax or the **100-page limit** for documents returned via mail.

CRIMINAL PACKAGE containing commonly requested documents. Cost: \$10.00 (Uncertified) or \$20.00 (Certified). This option includes copies of the following documents only:

1. The Judgment and Sentence or Probation/Commitment Order
2. Charging Documents (the Indictment, Rule 20, or Information Document).

If you choose the PACKAGE, you will receive copies of these documents, and a list of any which are not in the case. All questions concerning the contents of a particular file should be directed to the appropriate Court.

CERTIFICATION: \$10.00 EACH. (Copies to be returned via FAX cannot be certified.) This service provides you with a form stating that all reproductions are a true and correct copy of documents in our custody. It does not mean that photocopies are sent by certified mail.

Step 3: PRINT your name, address, and phone number (and fax number if fax service is desired).

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_) \_\_\_\_\_

If the records are to be transmitted to a fax machine that IS NOT at your location, please list below the name of the business and a voice phone number that we can call in case of transmission problems.

Name of Business \_\_\_\_\_ Voice Phone Number (\_\_\_\_) \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

To pay by credit card, please complete the following:

TYPE OF CREDIT CARD: \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ NOVUS \_\_\_ AMERICAN EXPRESS

ACCOUNT NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

Step 4: SUBMIT REQUEST by **FAXING** this form to (816) 926-6235 or **MAILING** it to:

National Archives and Records Administration  
Central Plains Region  
2312 East Bannister Road  
Kansas City, MO 64131

General Information

To review Court records at the Central Plains Region, please refer to instructions titled **REVIEWING COURT RECORDS**.

The Central Plains Region will service requests delivered by the U.S. Postal Service, Common courier, or FAX.