



Stacey A. Naile

SCOTT COUNTY CIRCUIT CLERK
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Benton, Missouri 63736
Email: circuitclerk@scottcountymo.com
Website: www.scottcountymo.com

RECORD REQUEST FORM

Are you requesting the records be certified? Yes No

- If yes, are you requesting the RAISED Certified Seal? Yes No
- If yes, are you requesting an ELECTRONIC Certified Seal? Yes No

Please provide the contact information below:

Name of Requestor: _____

Email Address of Requestor: _____

Mailing Address of Requestor: _____

Contact Phone Number of Requestor: _____

Do you prefer to pick up your records in person? Yes No

Below, list all of the identifying case information that you can...

Case Number: _____

Date of Birth of the party you are requesting records on: _____

Social Security Number of the party you are requesting records them on: _____

Year the case was filed: _____

Year the case was disposed: _____

State, specifically, what documents you are requesting:

Instructions for Payment:

There is a \$5.00 copy fee that you must pay prior to receiving your records. Payment options - cash, money order, credit card via courtmoney.com. Additional fees apply for the use of credit card on courtmoney.com. WE DO NOT TAKE PERSONAL CHECKS! A photo ID may be required for confidential records. Please allow 5-10 business days for processing record requests. Submit your record request to the fax, address, or email address listed at the top of this form.