



*Stacey A. Naile*

SCOTT COUNTY CIRCUIT CLERK

33<sup>RD</sup> JUDICIAL CIRCUIT

PO Box 587

Benton, Missouri 63736

Phone (573) 545-3596

Fax (573) 545-3597

[www.scottcountymo.com](http://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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*There may be a copy fee that you must pay prior to receiving your records. The fee amount will be determined once the clerk has made your copies. We will contact you for payment. Payment options – cash, money order, credit card, courtmoney.com. Additional fees apply for the use of credit card & courtmoney.com. WE DO NOT TAKE PERSONAL CHECKS! There is no fee for emailed records. A photo ID may be required for confidential records. Processing for records may take 5-10 business days.*

**You may submit your request to one of the following:**

**Mail:** Scott County Circuit Clerk's Office  
POB 587  
Benton, MO 63736

**Fax:** Civil Division: 573-545-3597  
Criminal Division: 573-545-4231  
Probate & Family Court Division: 573-545-3685

**Email:** [circuitclerk@scottcountymo.com](mailto:circuitclerk@scottcountymo.com)