



CAÑON CITY POLICE DEPARTMENT Request for Records Search

This form is to be utilized to request copies or review documents in the possession of the City of Cañon City Police Department, subject to the provisions of the Open Record Act (CRS Article 72). Copies are subject to applicable charges. Copy charges may vary for records that require extensive preparation, retrieval or research efforts involving staff time of 1 hour or more. Where total charges are in excess of \$5, prepayment is required. Cost estimates shall be provided to the customer prior to providing the services requested and payment shall be rendered prior to the commencement of work.

Type of Record Requested:

_____ Traffic Accident
_____ Offense/Incident
_____ Other: _____

Report # (if known): _____

_____ Arrest/Custody
_____ Local Background Check

Specific Information Requested: _____

Report/Incident Information:**Person named in report:** _____**Date of Birth (if known):** _____

Address of that person: _____

Date and time of the incident: _____

Location of incident: _____

Reason for requesting report: _____**Requester Information:****Name:** _____**Date of Request:** _____

Company (if applicable): _____

Address: _____

E-mail (optional): _____

Telephone #: _____

C.R.S. Sec. 24-72-305.5 – Access to records – denial by custodian – use of records to obtain information for solicitation.

Records of official actions and criminal justice records and the names, addresses, telephone numbers and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official action and criminal justice records unless such a person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a Class 3 Misdemeanor under Colorado Revised Statutes 24-72-309.

Requester's Signature: _____**Date:** _____**Estimate or Actual Costs:**

Item		Quantity	Price
B&W copies	\$0.25	_____	_____
Color copies	\$1.00	_____	_____
CD/DVD	\$5.00	_____	_____
Background check	\$10.00	_____	_____
Research \$25/hour	\$6.25/15 min.	_____	_____
		Total charges:	<input type="text"/>

Estimate approved by requestor? Yes No

Pre-payment required? Yes No

No charge for victim of a crime

Records Use Only: Denied (Reason)

_____ Contrary to State Statute
_____ Contrary to Public Interest_____ Prohibited by Rules or Order of Court
_____ Other: _____

Approved and processed by _____ Date: _____