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/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 #:** ____________________________

**Estimate or Actual Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Estimate approved by requestor?</th>
<th>Pre-payment required?</th>
<th>No charge for victim of a crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>B&amp;W copies</td>
<td></td>
<td>$0.25</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Color copies</td>
<td></td>
<td>$1.00</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CD/DVD</td>
<td></td>
<td>$5.00</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Background check</td>
<td></td>
<td>$10.00</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Research $25/hour</td>
<td></td>
<td>$6.25/15 min.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sales Tax 8.4%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total charges:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Records Use Only:**

- Denied (Reason) ____________
- Contrary to State Statute ____________
- Prohibited by Rules or Order of Court ____________
- Contrary to Public Interest ____________
- Other: ____________

Approved and processed by ____________________________  **Date:** ____________________________