



University of Colorado Police Department Records Division

1050 Regent Drive Box 502 UCB—Boulder, CO. 80309

(303) 492-5115 • FAX (303) 492-4427

Records Release Request

We are happy to help you with your request for information pursuant to the Colorado Open Records law as found in CRS 24-72-201 et.seq. and CRS 24-72-301 et.seq. The following information may be helpful to you in understanding the process for fulfilling your request.

Compliance: UCPD complies with applicable laws pertaining to the release of open records. All criminal justice records are open for inspection unless the release of such information would be contrary to state statute, prohibited by court order or supreme court rule, or contrary to the public interest as allowed under state law. Some information within reports may be redacted as required by state law.

Records availability: The UCPD Records Section is the custodian of the criminal justice records for our agency. As such, we can only release records that originate from our agency. Additional records may exist which are not official UCPD records. In such cases, those records must be obtained from the originating agency and cannot be released by UCPD.

Records Denial: Occasionally a report cannot be released. In the event that this circumstance applies to your request, the denial is being made in compliance with CRS 24-72-305.

Fees: Victims of a crime may receive a copy of a police report without charge. Others are required to pay the cost of providing the record, see the fee schedule below. For large or complex requests, a deposit toward the estimated fee may be required before work begins to complete the request.

Identification Required: Reports may be viewed without identification, however, to obtain a copy of a report, identification is required so that we may provide proper notifications in case a future court order, such as sealing a case, is issued affecting the report. In addition, certain redactions (victim, arrestee, etc.) which are required by law will not be made if we confirm through identification the report is being released to the subject of the redaction.

Service	Fees
Criminal Justice Records—Search, Retrieval and Redaction (includes first 18 minutes of time and first five copied pages)	\$7.50
Criminal Justice Records—Search, Retrieval and Redaction in excess of first 18 minutes	\$30.00 per hour
Copies / Printouts—Black & White	\$0.25 per page
Copies/Printouts—Color (other than badge logo on police reports)	\$0.35 per page
Records Check Including Finding Letter	\$7.50
Mail Requests—Fee is in addition to all other costs and is intended to cover mailing supplies, postage and staff time related to the mailing	\$2.50
Certified Copies	\$5.00 per certified document
Ad Hoc Reports and Special Computer Searches (plus copy/print charges)	\$50 per hour
Dispatch Recordings (includes cost of CD-R media)	\$35.00 per hour
Other recordings (VHS/CD/DVD, etc) (includes cost of CD-R media)	\$50.00 per hour
Fingerprinting	\$8.00 per card

Note: all hourly billing is done in 6 minute increments (1/10 of an hour)

Date: _____ Your Name: _____ Agency/Company: _____
Address: _____ Street _____ City _____ State _____ Zip Code _____ Phone Number: _____
Report Number (if known): _____ Date of Reported Incident: _____
Type of Incident: _____ Victim/Driver Name: _____
*Signature (required): _____

***Your signature above affirms your agreement that you will not use the requested records for the direct solicitation of business for pecuniary gain in accordance with CRS 24-72-305.5.**

Office Use Only Record not available ___ / Date for Inspection: _____ Identification: _____
Referred to: _____
Record Denied: _____ Date completed: _____ Clerk's initials: _____