

**Town of Blue River  
Public Record Request Form**

*Request maybe emailed to: [info@townofblueriver.org](mailto:info@townofblueriver.org)*

*NOTE: Confirmation of receipt is required for emailed requests*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Inspection Only Requested:            \_\_\_Yes            \_\_\_No  
Hard Copies Requested:                \_\_\_Yes            \_\_\_No  
CD or Electronic Copies Requested:    \_\_\_Yes            \_\_\_No  
Desired Retrieval Method:              \_\_\_Pick-up      \_\_\_Mailing      \_\_\_Email

Please indicate the information desired and/or list each requested document. Please be as specific as possible. (You may attach a letter indicating the requested public records)

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Please note that all emailed requests must receive a confirmation of receipt email from the Records Custodian.

**POLICE RECORDS REQUESTS**

ID Presented: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Law Enforcement/Criminal Justice Agency: \_\_\_\_\_

In accordance with Colorado Revised Statutes, 24-72-201 through 206 concerning Inspection, Copying, Photographing Public Records, and 24- 72-301 through 309 concerning Criminal Justice Records, the Blue River Police Department will provide, for the public, records in the custody of the Police Department that are legally allowed within the provision of the above referenced statutes. Please allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is for an inactive file, is substantially large or needs to be reviewed by the Blue River Police Department Administration, an extension of seven (7) working days is permitted. You will be notified prior to the end of the three-day period of any extension and all estimated costs. A modification of the request is considered a new request. Some requests may require us to refer you to the District Attorney and/or the Courts for information that we are unable to provide. We only release reports created by the Blue River Police Department personnel. Please provide a copy of your driver's license with this application.

**INFORMATION REQUESTED:** Please check appropriate box and indicate Case Numbers where applicable:

If this request pertains to a current CRIMINAL CASE: Please submit your request through the Discovery Process with the 5th Judicial District Attorney's Office.

**Check all that apply**

	<b>Item</b>	<b>Report Number</b>
	Criminal Case	
	DUI Report	
	Traffic Citation	
	Other (Please Specify)	

Name of Party Involved in Report: \_\_\_\_\_

Sex: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

DOB: \_\_\_\_\_

Incident Date/Time: \_\_\_\_\_

Reason for Request:

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

*I have read the Town of Blue River, Colorado Open Records Policy, and agree to pay all charges incurred in accordance with such Public Records Policy and the attached fee schedule. I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such a violation is a Class 2 Misdemeanor under C.R.S. 24-73-309*

\_\_\_\_\_  
Signature of Person requesting Public Record(s)

Charges: (To be completed by the Records Custodian and attached as invoice)

Total: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Time Complete: \_\_\_\_\_ Completed By: \_\_\_\_\_

Summary of Response:

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

CD/Tape Duplication	\$25.00
Ordinances/Resolutions	\$.25/page
Certification of Document	\$8.00/per copy
Certification of Transcript	\$8.00 plus \$1.00/per page
Copies-non color	\$.25/page
Copies-Color standard	\$1.25/page
Other requests, documents, postage & delivery	Actual cost to the Town to obtain, reproduce, mail or send
Staff Time-gathering, printing, research, labor, travel	\$30/hour