



# CRIMINAL JUSTICE RECORD REQUEST

**Mt. CRESTED BUTTE POLICE DEPARTMENT**  
911 Gothic Road PO Box 5800  
Mt. Crested Butte, CO 81225  
970-349-6516(p) 970-349-5866(f)

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

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email/Fax# \_\_\_\_\_

### INSTRUCTIONS

Please indicate the information desired; please be as specific as possible.

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

Please select the format in which you would like to receive materials:

- Hard copies/printouts mailed to the above listed address
- Hard copies/printouts pickup at office
- Email or Fax

Pursuant to §24-72-305.5 C.R.S. 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 actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

**By signing this form, I acknowledge that I have read and understood the above Colorado Revised State Statute. I am not requesting official actions or criminal justice records for the purpose of solicitation of business for pecuniary gain.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMAIL REQUESTS TO: m.thomas@mtcbpd.us OR FAX TO: 970-349-5866**  
**ATTN: Police Records**

As of December 3<sup>rd</sup>, 2008, the Mt. Crested Butte Police Department will be charging the following fees for records requests:

- A. Five Dollars (\$5.00) per records search.
- B. Twenty-Five Cents (\$0.25) per page copied.
- C. One Dollar (\$1.00) per record for any redaction of information as required by statute.
- D. Twenty Dollars (\$20.00) per hour for time spent in manipulating any records or data to comply with the request for inspection or copying of criminal justice records.
- E. Ten Dollars (\$10.00) for each copy of a record, or partial record, on media types other than paper, i.e. disk, CD-ROMs, DVD, tape, etc.
- F. Actual shipping charges are to be charged to the requesting party when expedited or certified shipping is requested.

The above fees shall be waived for requests for records made by victims and/or witnesses named in the requested record. The record search fee shall be waived if no information is found.

### STAFF USE ONLY:

Date/Time Received: \_\_\_\_\_ Date/Time Completed: \_\_\_\_\_

Access Granted: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

\*Fee Charged: \_\_\_\_\_ Invoice Number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_