*Case #*: _____

City of Lafayette POLICE DEPARTMENT

******VALIDATION******

# PUBLIC RECORD INSPECTION REQUEST

Copies of police reports may be obtained 3 to 5 days after case number issued, M-F, 8am-5pm.. Lafayette Police Records services to the public are assessed a fee which is intended to cover the cost of providing the service. This fee is set by a City Ordinance adopted by the Lafayette City Council. Records personnel have 72 hours to complete your request. Bring this form with you to the police department. Mail requests must contact the Records division, pdrecords@cityoflafayette.com or 303-665-5571, ext. 2. Payment must be made prior to receiving the records or services.

*I am making a request to inspect the public records of the Lafayette Police Department. I understand the public records of the Lafayette Police Department may be in use or storage and not immediately available. If records are not immediately available, an appointment may be arranged or the records mailed to me. I further acknowledge that I understand that Colorado Statute 24-72-305.5 provides that the records custodian shall deny any person access to criminal justice records unless a statement is signed which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.*

| | |
|---|---|
| **Date of Request:** | **Case Number:** |
| **Your Name:** | **Date of Birth:** |
| **Your Address:** | **City :** **State:** |
| **Home Phone:** | **Cell Phone:** |
| **Name of Person Involved (if not yourself):** | **Address (if known):** |
| ***I affirm that these records will not be used for the direct solicitation of business :*** <br> ***Signature:*_____** | **Date:** |

## ****OFFICIAL USE ONLY****

**MUST BE APPROVED BY POLICE RECORDS BEFORE PAYMENT CAN BE RECEIVED**

- ❑Police Report (first 10 pgs) **$7.00** **$.25 a pg thereafter**
- ❑Fingerprints **$15 per card**
- ❑Research Fees **$30 per hr**
- ❑Certified Vin Verification **$20**
- ❑Certified Copies (additional) **$5**
- ❑Other:_____
- ❑Pictures on CD **$20 each**
- ❑Records Check/Verification letter **$20 each**
- ❑Audio & Video on tape **$20 each**
- ❑Sex Offender New Registration **$75**
- ❑Sex Offender Renewal **$25**

**$_____ Total Cost Approved_____ (Police Records)**

Revised June/2014