BOULDER POLICE DEPARTMENT
RECORDS & INFORMATION SERVICES PUBLIC RECORD INSPECTION REQUEST

This form will allow you to inspect a Boulder Police Department record, and will become a permanent part of the file. The record may be picked up or mailed within three days of the date of the request. For most reports there is a fee that must be paid by cash or check prior to the report being released.

Fees: $5.00 for the first 10 pages, and 25¢ for each page thereafter (payable to City of Boulder)

Report requests and payment may be mailed to: Boulder Police Records
1805 33rd Street
Boulder CO 80301

You may fax this completed form to 303-441-4330 or scan and email it to **pdrecords@bouldercolorado.gov** . If you would like your report mailed, emailed or faxed to you, we must receive payment in advance. Please call us at 303-441-3300 if you have any questions. If you will be picking up your report in person, you may pay for it at that time.

Today's Date _____ **Company Name (if applicable)**_____

Name of Requester _____

Address _____

Phone _____ ☐ **Home** ☐ **Mobile** ☐ **Work**

Report Number* _____ **Date of Report** _____

***If the Report Number is unknown, please complete the following:**

Type of Report ☐ **Crime** ☐ **Arrest** ☐ **Accident** ☐ **Summons** ☐ **Other/Unknown**

Location of Incident _____

Name of Person(s) Involved _____

Colorado Law 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.

I AFFIRM THAT I SHALL NOT USE THE REQUESTED INFORMATION FOR SOLICITATION OF BUSINESS FOR MONETARY / PECUNIARY GAIN AND ACKNOWLEDGE THAT SUCH VIOLATION IS A CLASS 3 MISDEMEANOR UNDER C.R.S. 24-72-309.

_____
Signature of Requester

Please select how you would like your report delivered. If you would like your results delivered via mail or FAX, we must receive payment in advance. Checks should be made payable to 'City of Boulder'. If you would like to pay by credit card, check here ☐ and provide your phone number above. We will call you for payment.

☐ **I will pick up my report** ☐ **Email my report to**_____

☐ **Mail my report** ☐ **FAX my report to** _____

***** THIS SECTION TO BE COMPLETED BY POLICE DEPARTMENT *****

Disposition ☐ **Approved** ☐ **Denied** **Records Specialist** _____

Reason, if Denied _____

Amount Due $ _____ **Payment Received on** _____ **Requester Notified on** _____