CITY OF
LONE TREE

Records Request Form

The Records Request Form is used to record a formal request for an inspection of public records in the custody of the City of Lone Tree. Upon completion by the requesting party, the Records Request Form will be retained.

Name: _____ Date: _____

Address: _____ Phone Number: _____

_____ Alt Phone Number: _____

Email: _____ Case Number (if applicable): _____

Document Requested:

Reason for Request:

Desired Format:

- ☐ View Only, no copies requested*
- ☐ Hard Copies/Printouts
- ☐ CD
- ☐ Email

*Appropriate personnel will be scheduled to accompany you during viewing

Response time pursuant to the Colorado Open Records Law:
24-72-203 – The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be presumed to be three working days or less. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three-day period.

Access to and Denial of Records pursuant to the Colorado Open Records Law:
24-72-305.5 – 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 understand the above Colorado revised state statutes. I am not requesting official actions or criminal justice records for the purpose of solicitation of business or for pecuniary gain.

Applicant Signature _____ **Date** _____

Internal use only:

Amount pre-paid:	Amount due:	ID Verified by:

City of Lone Tree Administrative Fee Schedule

Administrative/Police Department Fees

Note: A single-sided piece of paper (up to 11" x 17") constitutes one page.
A double-sided piece of paper (up to 11" x 17") constitutes two pages.

Type of Service	Charge	Additional Charges
Open Records Request for criminal justice records – onsite standard size paper documents (includes traffic citations, sex offender registry)	$5.00 per request, which includes up to two standard size pages	$.50 per page for additional pages
Open Records Request for non-criminal justice records – onsite standard size paper documents Includes Sex Offender Listing	$.25 per standard size copy	Compiling Records - First 15 minutes spent compiling records is free, $5.00 per each additional 15 minutes
Certified Copies (per page)	$5.00 Flat Fee	
Open Records Request – Plat Map copies	$5.00 per paper copy, up to 24" x 36" $10.00 per mylar copy, up to 24" x 36"	$5.00 per 15 minutes spent having plat maps copied
Open Records Request – CD Documents (including photos)	$25 per CD (up to 700 MB)	
Open Records Request – Printed Photographs (3.5 x 5 size) each	$3.00	6 or more $20.00 Plus $.50 per print
Open Records Request – Printed Photographs (8x10 size) each	$7.00	6 or more $40.00 Plus $5.00 per print
Open Records Request – Audio CD	$12.00 per recording	
Open Records Request – Video Recording	$25.00 per recording	
Open Records Request – Off-site Records (covers the cost of delivery and pickup only)	$75.00 *PRE-PAID* for one off-site box, plus the standard copy fees as listed above	$10.00 *PRE-PAID* for each additional box, plus the standard fees as listed above
Open Records Request – Body Camera Video	$30.00 (up to 4 hours of research fee)	$30.00 per hour that exceeds the initial 4 hours.
Manual and/or Computer Research and/or Retrieval	1st hour no charge Subsequent hours $30.00 per hour	
Redacting Charge	$20.00 per hour min fee	Thereafter changed in 0.50 hour increments
Returned Check	$25.00	
Fingerprinting (Lone Tree Resident or employed in Lone Tree)	$10.00 for the first card	$3.00 for each additional card
Fingerprinting (Not a Lone Tree Resident or not employed in Lone Tree)	$15.00 for the first card	$3.00 for each additional card
Sex Offender Registration	$15.00 Annual	No charge for quarterly registration
VIN Verification (Lone Tree Resident)	No charge	
VIN Verification (Not a Lone Tree Resident)	$10.00 per verification	
Online EFT Returned Item through Xpress Bill Pay (incorrect account information)	$5.00	
Online EFT Returned Item (insufficient funds) through Xpress Bill Pay	$10.00	
Online EFT Returned Stop Payment or Charge Back	$25.00	
Service Fee for credit cards	2.3% of transaction amount (not applicable to court fees, surcharges and fines)	