



# LONE TREE POLICE DEPARTMENT

## Records Division

### SCHEDULE OF FEES

Description of Services	Charge
Police Reports / Tickets (First 2 Pages)	\$5.00
	\$0.50 (Each Additional Page)
Certified Copy of Reports	\$5.00
Audio Recording	\$12.00
Video Recording	\$25.00
Body Camera Video	\$30.00 for up to 4 hours of recording \$30.00 per hour that exceeds 4 hours
Photographs (3.5 x 5 Size) Each	\$3.00
Photos (3.5 x 5 Size) 6 or More	\$20.00 Plus \$0.50 Per Print
Photographs (8 x 10 Size) Each	\$7.00
Photos (8 x 10 Size) 6 or More	\$40.00 Plus \$5.00 Per Print
Photos (CD-ROM: up to 700 MB)	\$25.00
Manual and/or Computer Research	\$30.00 per hour (1 <sup>st</sup> hour free)
Fingerprints (Resident / Employed in Lone Tree)	\$10.00 Per Card \$3.00 for Each Additional Card
Fingerprints (Non - Resident)	\$15.00 Per Card \$3.00 for Each Additional Card
Sex Offender Registration: Annual Fee (Quarterly Registration: No Fee)	\$15.00
VIN Verification (Resident)	No charge
VIN Verification (Non-Resident)	\$10.00
VIN Certification	\$25.00
Copy of Sex Offender List	\$1.00
Returned Check Charge	\$25.00

**FINGERPRINTING HOURS:**  
**9:00 – 11:00 a.m. and 1:00 – 3:00 p.m., Tuesday – Thursday**  
**NO APPOINTMENT NECESSARY**

**Records requests may take 3 to 5 business days to process.**

*Fees may be waived at the discretion of the supervisor on a case-by-case basis if and only if special needs and/or circumstances can be demonstrated, e.g., indigence, etc. Fees are waived for law enforcement and criminal justice agencies with respect to copies of reports, photographs and recordings.*