

LONE TREE POLICE DEPARTMENT REQUEST FOR RECORDS SEARCH

CASE REPORT #

1 THIS IS A REQUEST FOR A RECORDS SEARCH ONLY. RELEASABLE RECORDS MAY NOT BE AVAILABLE.
RESEARCH AND PROCESSING FEES ARE NON-REFUNDABLE.

PLEASE PRINT OR TYPE IN THE SPACES PROVIDED

I.D. VERIFIED

APPLICANT _____ DOB: _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ DATE OF REQUEST _____

Pursuant to CRS 24-72-305.5 of the Colorado Open Records Act (CORA), records of official actions, criminal justice records, and the names, addresses, telephone numbers, and other information in such records obtained from the Lone Tree Police Department, SHALL NOT be used by any person for the purpose of soliciting business for pecuniary gain.

SIGNATURE _____

DATE _____

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS A RECORDS REQUEST

2

Type Of Incident	Date & Time Of Incident	Location Of Incident
Name of Subject	Subject's Date of Birth	

Applicant's Interest In This Incident

3

DEPARTMENTAL USE ONLY

REFERRED TO: _____ REQUEST APPROVED REQUEST DENIED SIGNATURE _____ DATE _____

COMMENTS:

MAIL AFTER APPROVAL WILL PICK UP _____

4

COUNTER TELEPHONE REPORT AUDIO COMPUTER PRINTOUT

SOURCE: E/MAIL CITY FORMAT: PHOTO VIDEO CLEARANCE LETTER

RECORDS RELEASED	YES <input type="checkbox"/> NO <input type="checkbox"/>	BY: _____	DATE _____	FEE PAID: _____	TECHNICIAN'S INITIALS _____
		NAME	EMPLOYEE NO.		

ALL REPORTS NOT PICKED-UP BY THE APPLICANT WITHIN 30 DAYS WILL BE DESTROYED AND PAID FEES WILL NOT BE REFUNDED.

Print and Mail form, along with payment to: Lone Tree Police Records
9220 Kimmer Dr; Suite 120, Lone Tree, CO 80124