

## 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	\$.25 per additional pages
Open Records Request for non-criminal justice records – onsite standard size paper documents	1 <sup>st</sup> hour no charge; Subsequent hours \$30.00 per hour	Hard copies are an additional \$.25 per page
Manual Research/Retrieval; Computer Research/Retrieval; and Redaction	1 <sup>st</sup> hour no charge; Subsequent hours \$30.00 per hour	1 <sup>st</sup> hour no charge; \$30.00 for each additional hour of Research and/or Retrieval
Digital Records that require a CD/Flashdrive (includes body camera video)	\$25 per CD/Flashdrive	Research and/or Retrieval fees listed above apply after the 1 <sup>st</sup> hour (no charge); \$30.00 for each additional hour
Open Records Request – Off-site Records (covers the cost of delivery and pickup)	\$75.00 <i>PRE-PAID</i> for one off-site box, plus the standard copy fees as listed above	\$10.00 <i>PRE-PAID</i> for each additional box, plus the standard fees as listed above
Certified Copies (per page)	\$5.00 Flat Fee per request	
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"	1 <sup>st</sup> hour no charge; \$30.00 for each additional hour spent making copies
Fingerprinting (Fingerprinting is now completed through CABS-Approved Vendors. Contact Lone Tree Police Department for any extenuating circumstances.)	\$10.00 for residents \$15.00 for non-residents	\$3.00 for each additional card
Sex Offender Registration	\$50.00 Annual	\$25.00 for quarterly registration
VIN Verification (Lone Tree Resident)	No charge	
VIN Verification (Non Lone Tree Resident)	\$10.00 per verification	
Online EFT Returned Item through Xpress Bill Pay (incorrect account information)	\$6.00	
Online EFT Returned Item (insufficient funds) through Xpress Bill Pay	\$12.00	
Online EFT Returned Stop Payment or Charge Back	\$27.00	
Returned Check	\$25.00	
Third-Party, Online Processing Fee for Red-light Camera Tickets	\$4.00	
Service Fee for Credit Cards	2.3% of transaction amount (not applicable to court fees, surcharges and fines)	