

City of Cherry Hills Village
2450 East Quincy Avenue, Cherry Hills Village, CO 80113

Request for Records and Fee Schedule

Requestor's Name _____

Home Address _____

City, State, Zip _____

Phone # _____ Case Number (if applicable) _____

Document(s) Requested _____

Special Instructions _____

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. "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.

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.

Requestor's Signature _____ **Date** _____

Please see back of this form for fee schedule.

For criminal justice records requests sent by mail, an original notarized form must be submitted.

Subscribed and affirmed before me in the county of _____, State of _____,
this _____ day of _____, 20____.

Notary's official signature

Notary's commission expiration date

Internal use only:

Amount pre-paid:	Amount due:	Date of Birth:	ID Verified by:
Reason for denial of inspection:	<input type="checkbox"/> Contrary to State Statute <input type="checkbox"/> Prohibited by rules of the court	<input type="checkbox"/> Contrary to public interest <input type="checkbox"/> _____	

Fee Schedule

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
Notary Services	\$3.00 per notarization	
Certification Services	\$3.00 per certification	
Open Records Request Fees for Criminal Justice Records		
Open Records Request for criminal justice records – onsite standard size paper documents	\$5.00 per request, which includes search and retrieval of up to five standard size pages	<ul style="list-style-type: none"> · \$0.25 per page for additional pages · \$5.00 for every 15 minutes spent performing redaction of documents (rounded up to the nearest quarter hour)
Open Records Request for criminal justice records – photographs	\$1.25 per photograph	<ul style="list-style-type: none"> · If a request takes more than one hour to complete, the City will also charge \$5.00 for each additional 15 minutes spent
Open Records Request for criminal justice records – Video/Audio CD	\$1.00 per cd	<ul style="list-style-type: none"> · \$5.00 per 15 minutes spent copying cd
Open Records Request Fees for Non-Criminal Justice Records		
<ul style="list-style-type: none"> · First hour spent compiling records is free · \$5.00 per additional 15 minutes spent compiling records 		
Open Records Request for non-criminal justice records – Onsite standard size paper documents	\$.25 per black & white copy, \$2.50 per color copy	<ul style="list-style-type: none"> · No charge for emailed records other than time spent compiling records beyond the first hour
Open Records Request for non-criminal justice records – Plat Map copies up to 24" x 36"	\$5.00 per black & white copy, \$10.00 per color copy	<ul style="list-style-type: none"> · Time spent compiling records beyond first hour
Open Records Request for non-criminal justice records – Photographs	Actual cost of having photographs developed	<ul style="list-style-type: none"> · Time spent compiling records beyond first hour
Open Records Request for non-criminal justice records – Video/Audio CD	\$1.00 per cd	<ul style="list-style-type: none"> · Time spent compiling records beyond first hour
Open Records Request – Any off-site records (covers the cost of delivery and pickup only)	\$40.00 <i>PRE-PAID</i> for one off-site box, plus the standard copy fees as listed above	<ul style="list-style-type: none"> · \$12.00 <i>PRE-PAID</i> for each additional box, plus the standard copy fees as listed above

NOTE:

- Fees regarding public, non-criminal justice, records are pursuant to the Colorado Open Records Law 24-72-205.
- Fees regarding criminal justice records are pursuant to the Colorado Open Records Law 24-72-306.

For questions regarding public, non-criminal justice records, please call the City of Cherry Hills Village at 303-789-2541. For questions regarding criminal justice records, please call the Cherry Hills Village Police Department at 303-761-8711.