

**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 \_\_\_\_\_

Email Address for Records Delivered Electronically: \_\_\_\_\_

Phone # \_\_\_\_\_ Case Number (if applicable) \_\_\_\_\_

Document(s) Requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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

\_\_\_\_\_  
Commission expiration date

[NOTARY STAMP]

**Internal use only:**

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

## Fee Schedule

Type of Service	Charge
<b>Open Records Request</b>	
Research and retrieval (staff time)	First hour free; \$8.00 per each additional 15 minutes (rounded up to the nearest quarter hour)
<b>Criminal justice records</b> – standard size paper documents (up to 11" x 17")	\$5.00 per request, which includes search and retrieval of up to five standard size pages; Additional standard size pages: \$0.25 per black & white copy, \$2.50 per color copy
Standard size paper documents (up to 11" x 17")	\$0.25 per black & white copy, \$2.50 per color copy
Paper documents larger than 11" x 17" (up to 24" x 36")	\$5.00 per black & white copy, \$10.00 per color copy
Video/audio flash drive	\$5.00 per flash drive
Delivery by US Mail	Actual charge of postage
Delivery by Electronic Mail	No delivery charge
<b>Other Services</b>	
Notary Services	\$3.00 per stamp
Certification Services	\$3.00 per document

**Notes:**

- 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.
- Fees regarding non-criminal justice records are pursuant to Colorado Revised Statutes Section 24-72-205.
- Fees regarding criminal justice records are pursuant to Colorado Revised Statutes Section 24-72-306.
- For questions regarding 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.