



# FIRESTONE POLICE DEPARTMENT

## Request for Criminal Justice Records

This completed form documents your request to inspect criminal justice records in the custody of the Firestone Police Department and will be retained in the record's file. This form is a public record and may be released.

The following information is necessary to process your request. Please provide as much information as possible. Colorado law requires your request contain information specific enough to identify the exact record requested. **Please provide an email address to receive the record by means of the Internet. ALL requests must be accompanied by a copy of the requestor's valid driver's license or government issued identification.**

Person Requesting Record(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### INCIDENT DETAILS

Case Report #: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Person Involved in Report: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Involvement Type:  Victim  Witness  Suspect  Complainant  Arrestee  
 Other \_\_\_\_\_

### INFORMATION REQUESTED

- Case Report For Victim *No charge to persons indexed as a victim of the report*
- Case Report *\$5.00 for each searched case report*
- Clearance Letters *\$10.00 per document*
- Other \_\_\_\_\_

**NOTE:** A research/retrieval fee will be assessed for every request. **\$30 hourly, ½ hour minimum required.** A quote will be issued and is considered an estimate as it may be subject to change based on the request, redaction required, and review. Full payment of the estimate is required before the request will be processed. Additionally, a refund will be issued if the redaction and review takes less time.

There is a separate form for body worn camera, photos, and dash camera (*Request for Criminal Justice Digital Evidence*).

**Payment can only be made via exact cash, check or credit card (made out to the City of Firestone).**

**SIGNATURE:**

*By signing this form, I acknowledge that I have read and understand the below Colorado Revised Statute and affirm that the records of official actions and criminal justice records I am requesting shall not be used for the direct solicitation of business for pecuniary gain.*

C.R.S. 24-72-305.5 ACCESS TO RECORDS- DENIAL BY CUSTODIAN- USE OF RECORDS TO OBTAIN INFORMATION FOR SOLICITATION. 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.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECTION BELOW TO BE COMPLETED BY RECORDS SECTION PERSONNEL ONLY**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Fees:** \_\_\_\_\_  PAID  UNPAID  VICTIM  OTHER: \_\_\_\_\_

**Firestone Police Department**  
9900 Park Avenue Firestone, CO. 80504  
Phone: 303-833-0811 Fax: 303-531-6271  
[www.firestoneco.gov](http://www.firestoneco.gov)