

City of Cherry Hills Village Request for Public Records and Fee Schedule

A completed request form is required in order to begin processing your request. Submit completed forms to village@cherryhillsvillage.com or 2450 East Quincy Avenue, Cherry Hills Village, CO 80113. Requested records will be sent electronically unless otherwise requested. Fee schedule is on page 2 of this form.

Requestor's Information

Name: _____ Address: _____

Phone Number: _____ Email: _____

Documents Requested (please be as detailed as possible)

Property Address, if applicable: _____

Police Department or Municipal Court Case Number, if applicable: _____

Response Time (Colorado Revised Statutes 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 (Colorado Revised Statutes 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 _____

The original notarized form is required for criminal justice records requests.

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 prepaid \$____ Amount due \$____

Date of birth: __/__/__ ID verified by: _____ Driver's license number: _____ Expiration date: __/__/__

Reason for denial of inspection:

Contrary to state statute; Prohibited by court rules; Contrary to public interest; Other: _____

Fee Schedule

Open Records Request Fees

- Research and retrieval (staff time) = First hour free; \$10.00 per each additional 15 minutes, rounded up to the nearest quarter hour.
- Criminal Justice Records, standard size paper documents, up to 11 inches by 17 inches = \$5.00 per request, which includes search and retrieval of up to five standard pages. Additional standard size pages = \$0.25 per black and white copy, \$2.50 per color copy.
- Standard size paper documents, up to 11 inches by 17 inches = \$0.25 per black and white copy, \$2.50 per color copy.
- Paper documents larger than 11 inches by 17 inches = \$5.00 per black and white copy, \$10.00 per color copy.
- Video or audio flash drive = \$5.00 per flash drive.
- Delivery by United States Mail = Actual charge of postage.
- Delivery by Electronic Mail = No delivery charge.
- **Deposit Required:** If fulfilling the request is estimated to cost in excess of \$20, the City requires a deposit of 50% of the estimated cost in advance of proceeding with the request.

Other Service Fees

- Notary Services = \$3.00 per stamp.
- Certification Services = \$3.00 per document.

Notes

- A single sided piece of paper (up to 11 inches by 17 inches) constitutes one page.
- A double sided piece of paper (up to 11 inches by 17 inches) constitutes two pages.
- Fees regarding noncriminal 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 noncriminal justice records please call the City of Cherry Hills Village at 303-783-2732.
- For questions regarding criminal justice records please call the Cherry Hills Village Police Department at 303-761-8711.