



RED ROCKS POLICE DEPARTMENT
 Chief Sean Dugan
 13300 W. 6th Avenue, Box 18B
 Lakewood, CO 80228
 303-914-6394 Phone
 303-980-6404 Fax



This form is to record a formal request with the Red Rocks Police Department to inspect a public record on file at the Red Rocks Police Department. The completed form will be retained in the file of the inspected record.

FORMAL REQUEST TO INSPECT PUBLIC RECORDS

Name of Person Requesting Record: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Type of Record: _____ Case Report Number: _____

Principal Person Involved: _____

Reason for Request: _____

REQUEST FOR COPY OF REPORT- PLEASE READ

I'm requesting a copy be made of the above record for my use. By my signature below I certify I shall not use the information I am requesting for business or financial gain. I understand I will be required to pay a **fee of \$5.00 per report or record** unless such fee is waived by the Records Division Supervisor.

I understand public records of the Red Rocks Police Department are either in active use or in storage and immediate inspection may not be possible. Request are processed in the order they are received, and may take up to 5 business days.

Photo ID must be provided when requesting and picking up records.

SIGNATURE OF REQUESTING PARTY: _____ DATE: _____

Accepted by: _____	Date Requested: _____	Time: _____	AM / PM
Request Approved: _____ Request Denied: _____ Reason for Denial: _____			
Supervisor's Signature: _____		Date: _____	
Released to (Print Name): _____		Signature: _____	
Date Released: _____		Time Released: _____ AM/PM	