ENGLEWOOD POLICE DEPARTMENT
REQUEST FOR RECORDS

Case Report #____________________

Requestor Information:
Name________________________________Date of Birth________________________
Address________________________________Phone__________________________
City_________________________________State____________________Zip__________

IF THIS REQUEST IS FOR ARREST INFORMATION, PLEASE PROVIDE THE FOLLOWING:
Arrestee_______________________________________________________________Date of Birth________________________

IF THIS REQUEST IS FOR A SPECIFIC LOCATION, PLEASE PROVIDE THE FOLLOWING:
Address to search____________________________Dates from Mo/Yr______________to Mo/Yr______________

Additional Information
Please indicate any additional information

__________________________________________________________________________

24-74-305.5 Access to records – denial by custodian-use of records to obtain information for solicitation.
Records of official action and criminal justice records and the names, addresses, telephone number, 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.

24-72-309 Violation – penalty. Any person who willfully and knowingly violates the provisions of this part 3 is guilty of a misdemeanor
and, upon conviction thereof, shall be punished by a fine of not more than one hundred dollars, or by imprisonment in the county jail for
not more than ninety days or both such fine and imprisonment.

By signing this form I acknowledge that I have read and understand the above Colorado Revised State Statute.

Signature________________________________Date________________________

POLICE or FIRE REPORTS: $5.00 per report for search, retrieval and first 5 pages
(.25 for each additional page over 5)

CALL FOR SERVICE REPORTS: $5.00 per location per year

Please call 303-762-2489 to confirm cost. Payment of money order/company check only must be
submitted with your request along with a self addressed/stamped envelope.

Return completed form to: Englewood Police Department
Attn: Records
3615 S. Elati Street
Englewood, CO 80110