REQUEST FOR REPORT COPY

Please fill out this form completely. Make checks payable to **Basalt Police Department**. Pre-payment by cash or check is required before any records will be released. Sorry, we do not accept credit cards. A signature is required for the request to be processed. Return form to the Basalt Police Department by mail 100 Elk Run Dr. Suite 115, Basalt CO, 81621, email: dina.prieto@basaltpolice.com, fax: 970-927-4300, or in person. Please allow three working days for the request to be processed. If you have any questions, contact the Basalt Police Department at 927-4316.

FEES: **Accident Report**: $7.00 each

Case/Dispatch Report: $10.00 search fee per report, plus 25¢ per photocopied page

Archive Search: $15.00 per search, plus 25¢ per photocopied page

Request is for: ***Report Number:_____***

☐ Accident ☐ Crime/Incident ☐ Other (describe) _____

Date of Occurrence_____ Location _____

Requestors Name_____ Phone_____ Fax: _____

Address_____ City_____ State_____ Zip_____

Involved Party(ies): _____

NOTE: *according to Colorado Revised Statute 24-72-305.5, records of official action 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 records 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.*

I affirm that the names, addresses, telephone numbers and any other information in this record shall not be used for the purpose of soliciting business for pecuniary gain.

Requestor's Signature_____Date_____

I wish to have this information: Mailed ☐ Emailed: ☐ Faxed ☐ Picked-Up ☐

Official Use Only

Approved ☐ Denied ☐ Reason for Denial :_____

Fee _____ Date Received _____ Date Completed _____ Staff Initials _____