



## CRIMINAL JUSTICE RECORDS REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Copies Requested	Yes [	]	No [	]
CD Requested (for audio records of meetings only)	Yes [	]	No [	]

**Please indicate the information desired and/or list each requested document. Please be as specific as possible.**

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Pursuant to [§24-72-203 C.R.S.](#) three (3) working days may be allowed for a search of the records. See Open Records Policy for further information.

**Records are available for viewing between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.**

**REQUEST MAY BE EMAILED TO:  
criminalrecordsrequest@cityofouray.com**

[Please note – E-mailed requests must be followed up with a phone call to be sure it was received.]

Charges: (See attached fee schedule)

_____	=	_____
_____	=	_____
_____	=	_____
_____	=	_____
<b>Total</b>	=	<b>\$ _____</b>

Staff Use Only

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Time Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Summary of Response

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**SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES**

<b><u>CD/Tape Duplication:</u></b>	Per CD/cassette	\$5.00 (Cassette or CD provided by City)
<b><u>Ouray Municipal Code:</u></b>	Available through City of Ouray website (www.cityofouray.com)	
<b><u>Certification of Document :</u></b>	Each copy  This applies to: Requests from citizens/agencies for certified true copies of City documents; Requests for notarial certification of true copies of personal documents	\$5.00 for staff time
<b><u>Copies of Documents:</u></b>	Per 8½” X 11” page; 8½” X 15” page; or Per 11” X 17” page  Documents requiring outside printing will be assessed the actual cost to the City	\$.25 per standard page
<b><u>Model Traffic Code:</u></b>	Available through the Colorado Department of Transportation	
<b><u>Other Requests and Documents</u></b>		Actual cost to the City to obtain or reproduce
<b><u>Staff Time:</u></b>	When information gathering, printing or retrieval of a document requires staff research, labor or travel time, the hourly charge begins after 30 minutes and will be assessed and pro- rated in quarter	\$25.00 per hour
<b><u>Uniform Fire, Plumbing, Building Codes, etc.</u></b>	Sold by: International Code Council: ( <a href="http://www.constructionbook.com">www.constructionbook.com</a> )  Copies of sections no more than 10 pages may be made. Full copies will have to be ordered through the publisher.	