



******VALIDATION******

CRIMINAL JUSTICE RECORD REQUEST

Lafayette Police Records services to the public are assessed a fee which is intended to cover the cost of providing the service. This fee is set by a City Ordinance adopted by the Lafayette City Council. The cost is indicated below, and payment will be made prior to receiving the records or services. Records personnel have 72 hours to complete your request. Complete, sign, and date this form. You may provide the completed form in person, via FAX at 303-664-1873, or via email to pdrecords@lafayetteco.gov Please include a copy of your driver's license or state-issued I.D. This form is a criminal justice record and may be released. The police department is authorizing dissemination only to the below requestor in accordance with C.R.S. 24-72-304. Secondary dissemination may violate this statute and will not be the responsibility of the police department.

I am making a request to inspect the criminal justice records of the Lafayette Police Department. I understand the criminal justice records of the Lafayette Police Department may be in use or storage and not immediately available. If records are not immediately available, an appointment may be arranged, or the records mailed to me.

Date of Request:	Case Number:
Your Name:	Date of Birth:
Your Address:	City: State:
Telephone:	Email: Zip:
Name of Person Involved (if not yourself):	Their Address (if known):

As required by CRS 24-72-305.5, my signature below indicates I understand and agree that the criminal justice records I obtained will not be used for the direct solicitation of business for pecuniary gain. I also understand it is unlawful to post a booking photograph anywhere that requires the payment of a fee or other exchange for the pecuniary gain in order to remove or delete the photo.

Signature: _____ **Date:** _____

- | | |
|--|---|
| <input type="checkbox"/> Police Report \$7.00 (first 10 pgs) .25 a pg thereafter | <input type="checkbox"/> Photos/Email (included in cost of report) |
| <input type="checkbox"/> Certified Copies of Police Report (additional) \$5.00 | <input type="checkbox"/> Photos/CD \$20.00 per CD |
| <input type="checkbox"/> Records Check/Verification letter \$20.00 each | <input type="checkbox"/> Video - Body Worn Camera (BWC) see page two |
| <input type="checkbox"/> Certified Vin Inspection \$50.00 | <input type="checkbox"/> Video - Not BWC/CD \$20.00 per CD |
| <input type="checkbox"/> Sex Offender New Registration \$75.00 | <input type="checkbox"/> Research Fee \$30.00 per hour |
| <input type="checkbox"/> Sex Offender Renewal \$25.00 | |
| <input type="checkbox"/> Other: _____ | |

******SECTION BELOW TO BE COMPLETED BY POLICE DEPARTMENT******

Total Cost: \$ _____ **Approved by:** _____ **Denied by:** _____

Comments _____

CRIMINAL JUSTICE RECORD REQUEST – BODY WORN CAMERA VIDEO

All body worn camera videos will be emailed via hyperlink unless total size of video exceeds link size capability, or a thumb drive or DVD is specifically requested.

<p>Body Worn Camera Video Research and Redaction Processing</p> <p>Research requires full playback of each video by the processing technician before redaction begins, to verify the involvement of each party in the video, ensuring video(s) are redacted in accordance with Colorado State statutes. When multiple officers are involved in an incident, more research is required for each officers' video.</p>	<p>\$30.00 per hour – one hour minimum</p>
<p>Body Worn Camera Video/8GB Thumb Drive or 4GB DVD</p> <p>No outside drives or discs can be accepted. If total size of video exceeds one 8GB thumb drive or 4GB DVD, additional drives or discs will be used at \$20.00 per media.</p>	<p>\$20.00 per media - in addition to research fee</p>
<p>Delivery Options</p> <p><input type="checkbox"/> Pickup</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Mail</p>	