



**Record Request Form**  
**Glendale Police Department**  
**950 South Birch Street**  
**Glendale, Colorado 80246**

Dispatch (303) 759-1511  
 Records (303) 639-4313  
 Fax (303) 757-3264  
 policerecords@glendale.co.us

**Case report #** \_\_\_\_\_

Name of person requesting information: \_\_\_\_\_  
 Requester's address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Requester's phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name of person involved in report (check here if same ): \_\_\_\_\_  
 Date of birth of person involved: \_\_\_/\_\_\_/\_\_\_ Alias name/date of birth: \_\_\_\_\_  
 Please give brief description of information needed or report requesting (i.e. accident/location/date of incident):  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Fees:</b>	Number of pages _____	at 25¢ per page	\$ _____
	Number of CD/DVD/flash drive _____	at \$25 per disk/drive	\$ _____
	Number of research hours _____	at \$30 per hour	\$ _____
	<b>(No charge for first hour of research)</b>		<b>Total amount due</b>

**Colorado Revised State Statutes:**

**24-72-305.5.** Access to records-denial by custodian-use of records to obtain information for solicitation. Records of official actions 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 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.

(2)(a) It is unlawful for a person to obtain a copy of the booking photograph in any format knowing:

(I) the booking photograph will be placed in a publication or posted to a website; and

(II) removal of the booking photograph from the publication or website requires the payment of a fee or other exchange for pecuniary gain.

(b) a person who requests a copy of the booking photograph from an official custodian shall, at the time of making the request, submit the statement required by subsection (1) of this section. By signing the statement, the person is affirming that the booking photograph will not be placed in a publication or posted to a website that requires the payment of a fee or other exchange for pecuniary gain in order to remove or delete the booking photograph from the publication or website.

(c) notwithstanding the provisions of section 24-72-309, a person who violates a provision of paragraph (a) of this subsection (2) or who submits a false statement pursuant to paragraph (b) of this subsection (2) commits an unclassified misdemeanor and shall be punished by a fine up to one thousand dollars.

**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 by both such fine and imprisonment.

**By signing this form, I acknowledge that I have read and understand the above Colorado Revised State Statutes and understand this form will become part of the case file. Please allow three (3) business days for processing of this request.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS BOX**

<b>Information requested:</b> Date: _____ Time: _____ Received by: _____  In person: _____ By fax: _____ By email: _____ On website: _____ By phone: _____ Other: _____	<b>Documents released:</b> Clearance letter: _____ Call/crime stats: _____ Traffic accident: _____ Summons: _____ Statements: _____ Booking photo: _____ Custody/arrest: _____ Offense/incident: _____ CD/DVD/drive evid: _____ Photos: _____ Other: _____	<b>Denial of release:</b> <input type="radio"/> Contrary to state statute <input type="radio"/> Prohibited by rules or order of court <input type="radio"/> Contrary to public interest <input type="radio"/> Other _____	<b>Notes:</b> _____ _____ _____ _____ _____
		Record personnel's signature: _____ # _____ Notified by: _____ on ___/___/20 at _____ hours and _____	
		Copy of identification required: Yes _____ No _____ Released by: _____ Employee ID# _____ on ___/___/20 at _____ hours Fee waived by _____ due to _____ on _____	