

**Service and Fee Chart**

**DURANGO POLICE DEPARTMENT  
APPLICATION FOR RELEASE/INSPECTION OF CRIMINAL JUSTICE RECORD**

To: Records Custodian, Durango Police Department Date: \_\_\_\_\_

I, \_\_\_\_\_  
(Please print name)

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

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

Request release of:  Records of Official Action (arrests and dispositions). Local check only  
 Criminal Justice Records  
 Video Tape  
 Dispatch \_\_\_ Initial Report \_\_\_ Radio Traffic \_\_\_ Entire Incident

**FEES:**

Incidents/Crimes/Collisions/Backgrounds/--\$4 per quarter hour + \$0.25 per page  
 Dispatch tapes/Photographs--\$4 per quarter hour  
 Videotape copy and retrieval--\$6 per quarter hour  
 Administrative Research – Dependent on Request + \$0.25 per page

**THE FOLLOWING INFORMATION IS NEEDED IN ORDER TO IDENTIFY THE PROPER RECORD:**

Incident Number: \_\_\_\_\_ Call Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Person the report involves: \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NOTE:** According to Colorado Revised Statute 24-72-305.5, records of official action, criminal justice records, or 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 have read the above Colorado Statute and understand the conditions contained therein:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only					
Witnessed by _____		Records Technician _____		Date _____	
ID verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Search while applicant waited	<input type="checkbox"/> Yes <input type="checkbox"/> No	Delayed Search	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# of pages released: _____	+ Research Fee: _____	Total dollar amount charged: _____			
Applicant notified of denial by	<input type="checkbox"/> phone	<input type="checkbox"/> In person	<input type="checkbox"/> By mail	<input type="checkbox"/> E-Mail	
If inspection denied – reason: _____					
Completed by _____		Records Technician _____		Date _____	
<input type="checkbox"/> Dispatch tape cleared for release by investigator (signature) _____					

Durango Police Department, Records Unit  
990 East 2<sup>nd</sup> Avenue, Durango, CO 81301

Phone: (970) 375-4750  
Fax: (970) 375-4718