



WINDSOR POLICE DEPARTMENT REQUEST FOR CRIMINAL JUSTICE RECORDS

Windsor Police Department will provide records in its custody that are legally permissible for public inspection within the provisions of Colorado Revised Statutes.

Requests for records must be made in writing on the accompanying Request for Criminal Justice Records form. The completed form can be submitted to Windsor Police Department Records via email to PoliceRecords@windsorgov.com or in person at 200 N 11th St, Windsor, CO.

PROCESSING TIME

Records are generally not available within 14 days of the date of an incident. Please allow three business days for a response to your request. Active, archived, and/or large case files/requests may not be immediately available; these requests may take longer to process.

You will be notified when your request has been completed. Records not collected within 21 days of notice of completion will be destroyed.

DENIAL

Should your request be denied, you will receive a written explanation for the denial.

FEES

Fees are non-refundable and payable in cash, check, or money order.

Case Report	\$5.00 plus \$0.25 per page
Location/Address Search	\$8.00
Background Check	\$8.00 minimum plus \$0.25 per page
Large/Multiple Records	\$8.00 per quarter hour or \$30 per hour for research, retrieval, redaction, and copy NONREFUNDABLE DEPOSIT IS REQUIRED
Case Photos	\$5.00 plus cost of Windsor PD media storage device or \$0.25 per printed page
Video/Audio Recording	\$50 per hour for research, retrieval, redaction, and copy plus cost of Windsor PD media storage device NONREFUNDABLE DEPOSIT IS REQUIRED
Certified Records	\$5.00 plus cost of report

200 N. 11th Street
Windsor, CO 80550

Office: 970-674-6400
Fax: 970-686-7478

www.windsorgov.com



**WINDSOR POLICE DEPARTMENT
REQUEST FOR CRIMINAL JUSTICE RECORDS**

Windsor Police Department will provide records in its custody that are legally permissible for public inspection within the provisions of Colorado Revised Statutes. Windsor Police Department authorizes dissemination only to the below requestor; secondary dissemination may violate state law.

Date of Request: _____

Incident Information:

Case/Incident Number:	Date of Incident:
Type of Incident:	Location of Incident:
Person(s) Involved Name:	Person Involved Date of Birth:

Requestor Information:

Requestor Name:	
Relationship to Involved Person:	Company/Agency:
Address:	
Email Address:	Phone Number:

Record(s) Requested:

- Case Report Location/Address Search Background Check
 Case Photos Video and/or Audio Recording Certified Records
 Other: _____

Colorado Revised Statute 24-72-305.5: Records of official actions, 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 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 I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a petty offense under Colorado Revised Statute 24-72-309.

Requestor Signature

Date



**REQUEST FOR CRIMINAL JUSTICE RECORDS
SUPPLEMENTAL ATTESTATION AND/OR WAIVER**

- ATTESTATION REGARDING JUVENILE RECORDS
- NOT APPLICABLE

Juvenile's Name: _____

I, _____, hereby attest I am the parent, guardian, legal custodian, assigned designee*, or other person** responsible for the health or welfare of the juvenile named above.

Requestor Signature

Date

*Assigned Designee – As an assigned designee of any person entitled to juvenile records, you must provide a validly executed Power of Attorney.

**Other Person – Please describe your responsibilities and relationship to the juvenile: _____

- PRIVACY INTEREST WAIVER
- NOT APPLICABLE

As a witness, victim, or defendant in this case, I hereby waive protection of individual, substantial privacy interests and authorize Windsor Police Department to release unredacted digital media records pertaining to this request for criminal justice records.

Signature

Date
