



Colorado State University Police Department
 Green Hall
 6023 Campus Delivery
 750 S Meridian Ave
 Fort Collins, CO 80523-6023
 970-491-6425 phone / 970-491-2294 fax
<http://police.colostate.edu>



REPORT INFORMATION REQUEST

REQUESTING PERSON'S INFORMATION

Date of this request _____

Full name _____

Date of birth _____

Full mailing address _____

City, State & Zip Code _____

Phone number _____

E-mail _____

INCIDENT INFORMATION

Date of incident _____

Case report number (if Known) _____

Type of incident _____

Location of incident _____

Were you involved in this incident? (Check one) Yes / No . If you answered no, please state the name of the person who is involved and your relationship with this person.

Due to current state and federal laws, all or some of the information on an incident report may not be available for release. Copies of incident reports may be obtained in-person, by mail, by e-mail, or by fax. The CSU Police Records Department is open for in-person requests Monday through Friday, 8:00 AM to 5:00 PM. There is a charge of \$7.50, payable at time of request, for a copy of the report. This charge includes up to 10 pages of the report, additional pages will be charged at \$.25 per page. If requesting digitally, you may contact Records at 970-491-1160 to make payment arrangements, do not give credit card information over e-mail. A minimum of three working days may be necessary to process your request and produce a copy of the report. A report may not be available prior to 10 days from the incident date. If you have not made arrangements or picked up the report within 14 days of the date the copy is made available it will be destroyed.

Colorado law 24-72-305.5 provides that the records custodian shall deny any person access to criminal justice records unless a statement is signed 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 SOLICITATION OF BUSINESS FOR MONETARY/PECUNIARY GAIN AND ACKNOWLEDGE THAT SUCH VIOLATION IS A CLASS 3 MISDEMEANOR UNDER C.R.S. 24-72-305.5.

Your Signature

OFFICE USE ONLY

No Record Found Need More Information Copy Released Request Denied Destroyed

Fee Due: _____ Today's Date: _____ Date Provided/Destroyed: _____

Clerk Releasing Report: _____ Remarks: _____

Requesting Party Notified by: _____ Date: _____ Time: _____