

BACKGROUND CHECK REQUEST

Colorado Springs Police Department
Attention: Records
705 S. Nevada Avenue
Colorado Springs, CO 80903

PLEASE PRINT CLEARLY TO AVOID ANY DELAYS IN PROCESSING YOUR REQUEST

Background checks conducted through the Colorado Springs Police Department (CSPD) includes information on persons charged by the Colorado Springs Police Department, or records generated at the El Paso County Criminal Justice Facility (booking information on criminal charges). CSPD background checks do not include any statewide or nationwide records, and our searches are not complete record checks. Additional record information may be obtained from the Colorado Bureau of Investigations in Denver, Colorado. If you require a statewide or nationwide search, please contact the Colorado Bureau of Investigation (CBI) at 303-239-4300, or visit their website located at www.cbi.recordschecks.com.

Criminal Records maintained by the Colorado Springs Police Department are retained permanently unless our department receives a notice from court to seal such record(s). Any background checks will include all record information that is releasable under current Colorado Revised Statutes.

Cost for Background Check: Minimum fee \$6.00. If the record is more than 5 pages in length you may be charged an additional twenty five (.25) cents per page. If there are additional fees you will be contacted by a CSPD Record Release representative. If you have any questions regarding the fees, please see the CSPD Schedule of Fees.

Name to be checked _____ Date of Birth _____
(first name, last name) (month/day/year)--Required

Other names used (nicknames, maiden name, etc) _____

SS# (if known) _____ Is this your own record you are requesting? Yes _____ No _____

Note: If you require a statewide driving record, you will need to contact the Colorado Department of Motor Vehicles Office. Any traffic record obtained from Colorado Springs Police Department consists of CSPD charges/accidents only.

Please print the address you want the record(s) mailed to:

Name _____
Address _____ Phone# _____
_____ Alternate Phone# _____

What is the reason you need this background check? _____

Our department will provide a letter, indicating whether or not a record exists with CSPD.

Do you need this letter notarized? (Please Circle One)

Yes No

Do you need this letter certified? (Please Circle One)

Yes No

I verify by signing this that any record(s) I obtain will not be used for direct solicitation of business for pecuniary gain. Per Colorado Revised Statute 24-72-305.5.

Signature

You must sign the line above and have your identification verified in front of an employee of the Colorado Springs Police Department if this record will contain a juvenile record. A juvenile record is only released to the parent of the juvenile or the juvenile once the juvenile has reached adulthood.

Mail this form along with required fee as posted on Schedule of Fees.