

POLICE REPORT REQUEST (NON TRAFFIC)

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

Police reports maintained by the Colorado Springs Police Department are documents written by Colorado Springs Police Department personnel that describe incidents that are not traffic. All Colorado Springs Police Department records are released in accordance with current Colorado Revised Statutes. Not all information is releasable on all reports. Therefore, the copy of the report you receive may have areas which have been redacted (blacked out).

Reports involving the following are retained permanently by our department: Missing person—Death of any kind—Stolen Gun—Treason—Kidnapping—Forgery—Sexual Assault. All other reports are destroyed after 10 years.

Prior to releasing certain case reports, Records Section personnel are required to contact the investigating officer in charge of the case. In the event the detective denies the release of the report, you will receive notification of our inability to release the report at that time.

Cost for Police Report (NON ACCIDENT): Minimum fee \$6.00. If the report 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.

Police Report # Requested _____ Name of the victim _____

If the report number is unknown, please provide as much of the following information as possible to enable us to find the correct report.

Date of incident _____ Time of incident (approximately) _____

Location of incident _____

Name of victim _____ Date of birth _____

Name of suspect _____ Date of birth _____

Additional information _____

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

Name _____

Address _____

What is the reason you need this report? _____

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

Identification Number and type (Drivers License, I.D., etc)

Your name Printed here

Please provide a phone number where we can reach you regarding your request if necessary (_____) _____

Mail this form and fee as posted on Schedule of Fees.