



Steamboat Springs Police Services

840 Yampa | PO Box 775088 | Steamboat Springs, CO 80477
Website: www.steamboatsprings.net

Phone: 970.879.1144 Fax: 970.870.1271
Email: policerecords@steamboatsprings.net

ADVISEMENT AND INSTRUCTIONS FOR RECORDS REQUESTS

The instructions contained herein are drawn from and based upon the Freedom of Information Act, The Privacy Act, and the Colorado Revised Statutes, Article 72 of Title 24 and others, and the Steamboat Springs Police Services Policy and Procedure #15.5.

This form is ONLY for the release of records, reports and information maintained by the Steamboat Springs Police Services Department.

Persons seeking official documentation regarding Records are required to submit the appropriate Records Request Form and pay the designated fee(s) before the request can be processed. Separate search fees apply and will be collected for each Request, Report Copy, and Person listed on the form. There will be no charge to victims of crimes, Criminal Justice Agencies and their agents conducting official investigations. Further, Criminal Justice Agencies may be exempt from the completion of the form.

I. WHAT TYPES OF RECORDS MAY BE REQUESTED ?

1. Police Reports, Records Checks, Employment Checks, Accident Reports, and Statistical Information.

II. HOW DO I INITIATE A RECORDS REQUEST ?

Please choose from the options below to obtain a Records Request Form.

1. Request Forms can be accessed online at: www.steamboatsprings.net
On the home page, please use the menu choices on the left side of the page, as described below:
How Do I ? → Request → Then choose the most appropriate form listed (Police Report or Accident Report)
2. Request via Fax: 970-870-1271
3. Request in person at the Front Desk of the Steamboat Springs Police Department during Business Hours.
Address: We are located at 840 Yampa, Steamboat Springs, CO. Except Holidays, our regular business hours are Monday through Thursday, 8:00 am -5:00 pm, and Friday, 8:00am-Noon.
4. **Traffic Accident Reports***: Available online via *LexisNexis eCrash*. Go to: www.ecrash.lexisnexis.com
5. **Statistical Research Requests***: These require a separate form. Please contact us for more information.

III. HOW DO I RETURN THE COMPLETED REQUEST FORM TO THE RECORDS DIVISION?

Please choose from the options provided on the Records Request Form and return for processing.
An incomplete form may delay your request.

IV. FEE SCHEDULE:

Digital Media (photos, audios, videos)	\$30.00*
Liquor License Records Check	\$25.00
PBTs (Portable Breath Test)	\$20.00
Records Search / Records Check	\$30.00*
Report Copy and Traffic Accident Reports	\$5.00*
Over 10 pages, per page charge	\$0.25
Sex Offender Registration (Initial – First time)	\$75.00
Sex Offender Re-Registration	25.00
Statistical Data Search *Separate Form*	\$30.00/hr*
VIN Checks (regular & certified)	\$30.00

Each records request will be considered in light of the existing laws and circumstances known at the time of the request. In the event the request is denied, the applicant may appeal in writing to the Custodian of Records or the Chief of Police. In the event release or access is again denied, appeal may be made to the District Court of the 14th Judicial District. ***NOTE: Requests requiring excessive research or completion time (more than one hour) may incur additional charges which will be calculated based on the actual cost of time and materials.**

