



MONTROSE POLICE DEPARTMENT REPORT REQUEST FORM



INSTRUCTIONS:

Please note that the following items are needed to process your request. If any of these items are missing your request will be denied. Mail to Montrose Police Department, 434 S. 1st, Montrose, CO 81401

- _____ Copy of photo ID
- _____ Check made out to City of Montrose – call for availability of report and fee (970-252-5200)
- _____ Stamped self-addressed envelope for our use in returning requested report to you.

****NOTE: Reports may be large. Please send appropriate size envelope.****

Date of Request _____

Case Number _____

TYPE OF REPORT REQUESTED: _____

Name of requesting party (please print)

_____/_____/_____
Date of Birth

Address of requesting party

Telephone numbers

Persons named in report (Include alias names if background check)

_____/_____/_____
Date of Birth

24-72-305.5 Access to records – denial by custodian – use of records to obtain information for solicitation. RECORDS OF OFFICIAL ACTIONS AND CRIMINAL JUSTICE RECORDS AND 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.

24-72-309 Violation – penalty. Any person who willfully and knowingly violates the provisions of this part 3 is guilty of a misdemeanor and, upon conviction thereof, shall be punished by fine of not more than one hundred dollars, or by imprisonment in the county jail for not more than ninety days, or both such fine and imprisonment.

Signature

****By signing this form I acknowledge that I have read and understand the Colorado Revised State Statute above.****

NOTE: OFFICIAL CUSTODIAN MAY DENY ACCESS TO RECORDS FOR ANY LAWFUL REASON.

FOR DEPARTMENTAL USE ONLY

RECEIVED BY _____ TIME/DATE _____

COURT DATE _____ [] LEGAL

PREPARED BY: _____ R/P CONTACTED TIME _____ DATE _____

CONTENTS TO DS: _____ TOTAL DUE: _____

RELEASE METHOD: _____ In Person _____ By Mail _____ By Fax

RELEASED BY: _____ DATE: _____