

## 2019 Fee Schedule for Criminal Justice Records Retrieval

- Fees are non-refundable.
- Victims of crimes have a right to receive the initial police report(s) but are subject to fees for any subsequent police reports resulting from further investigation after the initial report(s). This does not include evidence, body worn camera footage, and 911 recordings. All parties are subject to fees for these items.
- Fees are due at the time the request is made; additional fees may apply on extensive requests.
- Acceptable methods of payment: Cash (no bills larger than \$20), Money Order, or Check, Credit/Debit Card at Customer Service Window.
- All records requests must be accompanied by a signed Application for Release of Criminal Justice Records form.
- If submitting your request by mail, please enclose a self-addressed, stamped envelope with your request with the appropriate amount of actual postage. Submit requests to Greeley/Weld County Criminal Justice Records, 1551 N 17<sup>th</sup> Avenue Suite 3, Greeley, CO 80631.
- To obtain the cost of your mailed request, please contact Records at 970-350-9627.
- Requests may also be submitted via email at [WebRequests@greeleygov.com](mailto:WebRequests@greeleygov.com). Acceptable methods of payment: Money Order or Check mailed to the above address.

Item	Cost	Information
Search & Retrieval Fee	\$4.00	
Redaction/Extended Research/Retrieval	\$9.00 per 15 minutes/\$36.00 per hour	Cumulative staff time to retrieve, redact, reproduce, and mail or fax records, exceeding 10 minutes.
Copies	25¢ per page	Black and white printed copy (per standard 8½" x 11" page)
Location Search	\$9.00	Per location searched. Extended searches will be billed at the broad statistical request rate.
Clearance Letters/Records Checks	\$10.00 in person \$10.50 by mail	Per letter.
Notary or Authentication Fee	\$3.00	Per notarized document or authentication.
Broad Statistical Requests	\$36.00 per hour (one hour minimum)/\$9.00 per subsequent 15 minutes	Per request requiring programming for completion.
Document Viewing	\$18.00 per 15 minutes/\$72.00 per hour	Per 15 minutes. Cumulative staff time x2.
E911/Dispatch Recordings	\$50.00/\$45.00 per subsequent hour	Per recording. Recordings are released on CD. Files are kept for 180 days before they are deleted.
Fax Fee	30¢ per page	Fee includes any long distance fees incurred.

Evidence Fees	Cost
Evidence Viewing	\$40.00 per hour / ½ hour minimum x2
Copies	25¢ per page
Digital Photo CD	\$15.00 per disc
CD/DVD/Cassette	\$15.00 per disc/tape
35mm Photo Prints	Actual cost, paid at contracted photo processor in Greeley.

Body Worn Camera Footage Fees	Cost
Initial Research Fee	\$67.00 per hour, one hour minimum
Redaction Fee	\$67.00 per hour, per recording (not per incident)
8GB Thumb Drive	\$5.00 per thumb drive (only if <b>NO</b> access to email)
Mailing Fee	Actual Cost