

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 or body worn camera footage. 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 17th 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. 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. |
| 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 NO access to email) |
| Mailing Fee | Actual Cost |