

Fee Schedule for Criminal Justice Records Retrieval

- Fees are non-refundable
- Victims of crimes will not be charged for copies of those reports, with the exception of 35mm prints, which are processed by an outside service
- Fees are due at the time the request is made; additional fees may apply on extensive requests
- Acceptable methods of payment: Cash, 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, 2875 W 10th Street, Greeley, CO 80634
- To obtain the cost of your mailed request, please contact Records at 970-350-9627

| Item | Cost | Information |
|---------------------------------------|--|---|
| Search & Retrieval Fee | \$2 ⁵⁰ | |
| Redaction/Extended Research/Retrieval | \$8 ⁵⁰ per 15 minutes | Cumulative staff time to retrieve, redact, reproduce and mail or fax records, exceeding 10 minutes. |
| Copies | 10¢ per page | Black and white printed copy (per standard 8½" x 11" page) |
| Location Search | \$9 ⁰⁰ per subsequent 15 minutes | Per location searched. |
| Clearance Letters/Records Checks | \$10 ⁰⁰ In person \$10 ⁵⁰ By mail | Per letter. Add 50¢ if mailed. |
| Notary or Authentication Fee | 3.00 | Per clearance letter notarized and report authenticated. |
| Broad Statistical Requests | \$9 ⁰⁰ per 15 minutes | Per request requiring programming for completion. |
| Document Viewing | \$18 per 15 minutes | Per 15 Minutes Cumulative Staff Time X2 |
| E911/Dispatch Recordings | \$50 ⁰⁰ | Per recording. Recordings are released on CD-Rom. Files are kept 180 days before they are deleted. |
| Fax Fee | 30¢ per page | Fee includes any long distance fees incurred. |
| Evidence Fees: | | |
| Evidence Viewing | \$40 per hour, ½ hour minimum X2 | |
| Copies | 10¢ per page | |
| Digital Photo CD | \$15 ⁰⁰ per disc | |
| CD/DVD/Cassette | \$15 ⁰⁰ per disc/tape | |
| 35mm Photo Prints | \$15.00 (negatives scanned to digital format and released on CD) | |