



**CITY OF LAKEWOOD PUBLIC RECORDS REQUEST FORM**

**ALL REQUESTS FOR PUBLIC RECORDS  
MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE IN WRITING**

Fax to 303-987-7088, email to [jescla@lakewood.org](mailto:jescla@lakewood.org), or mail/hand-deliver to  
Lakewood City Clerk, 480 S. Allison Pkwy, Lakewood, CO 80226

(For Police/Criminal Justice records, see <http://www.lakewood.org/policerecords/> and  
click on Police Records Request Form; for Municipal Court records, go to  
[http://www.lakewood.org/Forms/Municipal\\_Court/Record\\_Requests\\_Form.aspx](http://www.lakewood.org/Forms/Municipal_Court/Record_Requests_Form.aspx))

**REQUESTOR INFORMATION (Please Print):**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**How would you like the records:**

Hard Copies: (\$0.25 per page) \_\_\_\_\_ OR Electronic Copies \_\_\_\_\_

**Instructions:**

Please list and describe below, as specifically as possible, each record you are requesting. If you are unsure of the precise record(s) you need, please describe, as specifically as possible, the nature, timeframe or date range, parties, and subject matter of the record(s). If the record(s) relates to one or more parcels of real property, you must provide the complete address or other identifying information of such property/ies. Please allow at least three (3) working days for a response to your request.

(See other side)

**Basic Fee Schedule for Public Records Requests – City of Lakewood**  
 (a complete fee schedule is available on [www.lakewood.org](http://www.lakewood.org) or from the City Clerk’s Office)

Fees & Charges - General	Fee
<b>Copies – standard page</b> (defined as a document created from word processing, generated onto paper sized 8 ½ x 11 to 11” x 17” from a non-color printer)	<b>\$.25/page</b>
✦ Copy, printout, or photograph in a format other than a standard page	Actual cost to the City
✦ Request for data in a form not used by the City	Actual cost to the City
✦ Research and Retrieval <ul style="list-style-type: none"> <li>♦ A 50% advance deposit may be required for public records requests that will require significant staff time and resources to complete.</li> <li>♦ A 100% advance deposit may be required for requests from persons who have made previous records requests and not paid or not come in to view the requested information.</li> </ul>	Actual time spent in excess of one hour x \$30.00/hour

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**For staff use only:**

Request completed by: \_\_\_\_\_ Date \_\_\_\_\_

Request denied by: \_\_\_\_\_ Date \_\_\_\_\_

**The Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq., identifies certain records that may, or must, remain confidential and closed to public inspection. Your request to view records may be denied pursuant to the provisions of C.R.S. §24-72-204.**

Reason(s) for denial: