LPD CRIME FREE HOUSING PARTNER
REQUEST FOR RECORDS SEARCH

CASE REPORT #

1

THIS IS A REQUEST FOR A RECORDS SEARCH ONLY. RELEASABLE RECORDS MAY NOT BE AVAILABLE.

RESEARCH AND PROCESSING FEES ARE NON-REFUNDABLE.

PLEASE PRINT OR TYPE IN THE SPACES PROVIDED

E-MAIL TO: **cfhrequests@lakewoodco.org**

APPLICANT _____ DOB: _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ DATE OF REQUEST _____

FOR ARREST INFORMATION ONLY, PRINT THE NAME AND DATE OF BIRTH OF THE SUBJECT IN THE NEXT SECTION

THE UNDERSIGNED HEREBY AFFIRMS THAT UPON RECEIPT OF CERTAIN RECORDS OF OFFICIAL ACTIONS AND/OR CRIMINAL JUSTICE RECORDS FROM THE LAKEWOOD POLICE DEPARTMENT, SUCH RECORDS SHALL NOT BE USED FOR THE DIRECT SOLICITATION OF BUSINESS FOR PECUNIARY GAIN, PURSUANT TO C.R.S. SECTION 24-72-305.5

SIGNATURE	REQUESTOR E-MAIL ADDRESS	DATE

2

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS A RECORDS REQUEST

Type Of Incident	Date & Time Of Incident	Location Of Incident

Name of Subject	Subject's Date of Birth

Applicant's Interest In This Incident

3

DEPARTMENTAL USE ONLY

REFERRED TO:	REQUEST APPROVED	REQUEST DENIED	SIGNATURE	DATE
	☐	☐		

COMMENTS:

☐ E-MAIL AFTER APPROVAL ☐ MAIL AFTER APPROVAL ☐ WILL PICK UP_____

4

SOURCE: COUNTER ☐ MAIL ☐ E-MAIL ☐

FORMAT: REPORT ☐ AUDIO ☐ COMPUTER PRINTOUT ☐ PHOTO ☐ VIDEO ☐ CLEARANCE LETTER ☐

RECORDS RELEASED YES ☐ NO ☐ BY: _____ DATE _____

NAME *EMPLOYEE NO.*

FEE PAID: **Waived**

TECHNICIAN'S INITIALS

ALL REPORTS NOT PICKED-UP BY THE APPLICANT WITHIN 30 DAYS WILL BE DESTROYED

Disseminated: ☐

Submit by Email

Print Form

REVISED 04/11