



Littleton Police Department – Records Section
2255 W. Berry Ave. Littleton, CO 80120

Telephone: 303-795-3880
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Email: LPDRecords@littletongov.org

Application for the Release of Criminal Justice Records

Date: _____ ID Verified
 Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____

Pursuant to CRS 24-72-305.5 of the Colorado Open Records Act (CORA), records of official actions, criminal justice records, and the names, addresses, telephone numbers, and other information in such records obtained from the Littleton Police Department, SHALL NOT be used by any person for the purpose of soliciting business for pecuniary gain.

Signature: _____ Date: _____

The following information is required to identify the record of request. A non-refundable research fee may be assessed.

Incident Report Crash Report Crime Lab Audio Crime Lab Video Crime Lab Photos
 Communications Center Audio Body Worn Camera (began 12/15/2021)

- Media fee per CD/DVD/Flash Drive required for all digital evidence

Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
 Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
 Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
 Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____

Location of Incident: _____
 Name of person involved: _____ Date of Birth (if available): _____
 Name of person involved: _____ Date of Birth (if available): _____
 If applicable, your relationship to any **JUVENILE** named in the report: _____

*Any reports(s) not picked up within 30 days of request will be destroyed

Official Records Use Only

Record not found Record Furnished
 Inspection of record denied Reason: _____

Initials of Records Technician: _____ Date request completed: _____

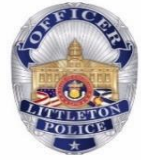
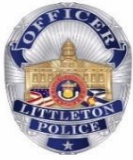


Police Records Fees

Effective (11/15/2022) as approved by Littleton City Council

Police Reports	\$10
<i>Includes the first 10 pages; \$0.25 (25 cents) for each additional page thereafter. An additional \$10 fee will be charged for certified copies, including Call for Service (CAD) reports</i>	
Research fee.....	\$25
Name check / background clearance letter	\$10
Body Worn Camera (Blurred video) (Non-Refundable Deposit)	\$70
<i>There is a one-hour minimum (\$30) fee, plus the required research (\$25) and media fee (\$15) for all requests, regardless of overall video length. This minimum fee total is \$70.00. Each additional hour of BWC blurring will be billed at \$30/hour. Additional Fees may apply.</i>	
<i>After the Non-refundable deposit is paid, an LPD Digital Media Technician (DMT) will provide a summary report to the Requester with the estimated total (based on number of videos, average length of videos, at \$30/recorded hour multiplied by three (3)). If the Requester approves the estimated total, then the DMT will begin the blurring process. The Requester will be responsible for the entire cost of service if the blurring process begins.</i>	
<i>BWC requests will be processed within 21 days of request, unless the release would substantially interfere with or jeopardize an active or ongoing investigation and shall be released within 45 days.</i>	
Crime lab photos/video/audio	\$30
Media Fee (CD/DVD/Flashdrive) (Required for all digital evidence)	\$15
Communications center audio	\$30 (plus \$15 media fee)
.....	(Plus \$25 for RUSH request)
Sex Offender initial registration.....	\$75
Sex Offender subsequent registration.....	\$25

Checks or money orders only; make payable to City of Littleton



Body Worn Camera Cost Estimation

The processing and blurring of Body Worn Camera (BWC) video takes an estimated three times longer than the original video length. The cost estimation below is based on the total number of cameras present and; the average length of vides recorded. This number is then multiplied by three for the blurring process.

Case Number: _____

Date: _____

Number of Officers	Average Video Lenth (min)		Blurring	Estimated Time (Hr) at \$30/hr	Estimated Cost
_____	<u>15</u> (Rounded up to 15 min)	X	<u>3</u> (1:3 Ratio)	<u>0</u>	<u>\$0.00</u>
				Research Fee	+ \$25.00
				FlashDrive	+ \$20.00
				Total	\$45.00
				Minimum Fee	= \$70.00
				Estimated Amount Due	-\$25.00

EXAMPLE

* There is a one hour minimum (\$30) fee, pluse the required research and FlashDrive fee for all requests, regardless of overall vide length. This minimum fee total is \$75.00.

** BWC footage requests can take up to 21 days to process.

*** The figures represented above are estimates only and will vary by request. Any additional costs must be covered prior to the release of any or all Body Worn Camera footage.

Checks or money orders only; make payable to City of Littleton

Printed Name: _____

Signature: _____

Date: _____