



Littleton Police Department – Records Section  
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### Application for the Release of Criminal Justice Records

Date: \_\_\_\_\_ ID Verified: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

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***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: \_\_\_\_\_

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**The following information is required to identify the record of request. A non-refundable research fee may be assessed. Additional fees may incur for blurring/muting video, photos, BWC.**

Incident Report ☐ Crash Report ☐ Crime Lab Audio ☐ Crime Lab Video ☐ Crime Lab Photos ☐  
Communications Center Audio ☐ Body Worn Camera (began 6/2022) ☐ Crime Data ☐  
• 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: \_\_\_\_\_

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\*\*

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#### 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 (01/01/2026) as approved by Littleton City Council*

**Police Reports.....\$10**

*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*

**Research fee.....\$25**

**Name check / background clearance letter.....\$10**

**Body Worn Camera (Blurred video) (Non-Refundable Deposit) ..... \$70**

*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.*

*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.*

*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.*

**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**

**Crime Data Research and Retrieval ..... \$40 per hour after 1st hour**

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