



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

Telephone: 303-795-3880
FAX: 303-795-3705
[Email: LPDRecords@littletonco.gov](mailto:LPDRecords@littletonco.gov)

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. 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**

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 final payment, unless the release would substantially interfere with or jeopardize an active or ongoing investigation, in which case the request 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