



**Mountain View Town Hall**

4176 Benton Street  
Mountain View, CO 80212  
(303) 421-7282  
tomv.org

**TOWN OF MOUNTAIN VIEW**

**Request for Public Records**

Pursuant to the Colorado Open Records Act and/or the Colorado Criminal Justice Records Act

Date of Request: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

[ ] Check here if you would prefer your request emailed to you. (The Town may not be able to fulfill such a request)

Description of records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affirmation: I understand there may be a charge associated with this public records request I understand the Town will provide an estimate of that charge and I agree to pay a 50% deposit upon receipt of that estimate. I also agree to pay for the final costs before inspection or receipt of the public records. A copy of the Town's public records policy is available by contacting the Town Clerk at 303-421-7282.

For a records request subject to the Colorado Criminal Justice Records Act, I hereby verify by affixing my legal signature to this form that record(s) I obtain will not be used for direct solicitation of any business for pecuniary (financial) gain pursuant to Colorado Revised Statute § 24-72-305.5.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

Date & Time Received: \_\_\_\_\_

Date Records Made Available: \_\_\_\_\_ Method of Delivery: \_\_\_\_\_ Dates Records Were Inspected: \_\_\_\_\_

Staff Time for Research & Retrieval: \_\_\_\_\_

(NOTE: First one (1) hour of research time: no charge; \$30.00 per hour thereafter)

Number of Pages: \_\_\_\_\_ Cost per Page: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Actual Cost: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Request Completed By: \_\_\_\_\_ Title: \_\_\_\_\_

Denial of Request and Basis for Denial (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_