

Criminal Justice Records

Criminal justice records are available per state statute. A written application must be submitted, along with copy and search fees set by ordinance. Most requests require a day or two to research after administrative approval. Some reports may be withheld until investigation is complete, and most juvenile records are not releasable. If you need records from another state, county, or local agency, you will need to contact that agency, as we may only release our own local records. State-wide criminal arrest records and driving records are available from the Colorado Crime Information Center and the Colorado Department of Revenue. If you are the defendant in a case, you or your attorney can obtain case reports through the discovery process from the prosecuting attorney.

[Click here](#) to download your Records Request form, and bring or mail the completed form, with proper fees to the police department to obtain the record requested.

Schedule of Fees

All fees must be paid by check or money order made out for the exact amount. We do not accept cash and we do not have cash available to make change.

Records and Identification Section	
Public Service / Item	Current Fee
Individual Record Check (traffic and/or criminal charges in Mancos)	\$6.00(1-) base fee, unless additional redaction, retrieval or processing is required. Additional salary fees would be determined at a rate of \$6.00 per quarter hour. This fee based on wages shall be charged in conjunction with the copying fee of twenty-five cents per standard page per CRS 24-72-306 (1)
Call-for-Service check of an address (per address, per calendar year)	\$6.00(2-) base fee, unless additional redaction, retrieval or processing is required. Additional salary fees would be determined at a rate of \$6.00 per quarter hour. This fee based on wages shall be charged in conjunction with the copying fee of twenty-five cents per standard page per CRS 24-72-306 (1)
Copying fees for a standard page of a criminal justice record as allowed by 24-72-306 (1)	Twenty-five cents per standard page (Unless review/redaction/search or inspection of records is required.) Copying fees would be added to any additional processing fees.
Criminal reports 1-5 pages	\$6.00(4-) base fee, unless additional redaction, retrieval or processing is required. Additional salary fees would be determined at a rate of \$6.00 per quarter hour. This fee based on wages shall be charged in conjunction with the copying fee of twenty-five cents per standard page per CRS 24-72-306 (1)
Traffic Reports 1-5 pages	\$6.00(5-) base fee, unless additional redaction, retrieval or

	processing is required. Additional salary fees would be determined at a rate of \$6.00 per quarter hour. This fee based on wages shall be charged in conjunction with the copying fee of twenty-five cents per standard page per CRS 24-72-306 (1)
Search, retrieval, inspection of all miscellaneous records(6-) housed in the Records Section not specifically listed in this document, to include labor costs to provide a copy, printout, or photograph of a criminal justice record in a format other than a standard page, includes the review and release of records to include but is not limited to, Sex Offender information, Victim File queries, Field Interview Reports or other documents not otherwise noted.	Fees shall be determined based on the hourly rate of the employee(s) completing the retrieval/redaction, or inspection/review of the records. Costs shall not exceed the actual costs incurred in hourly wages, multiplied by 126%, which will be multiplied by the time spent to process the record. The lowest paid employee available shall be utilized to process the records to reduce the cost to the public. Copying Fee of Twenty Five Cents per page shall be added to this charge per CRS 24-72-306 (1)
Individual registration as a sex offender pursuant to Colorado law (includes all required re-registration or confirmation of registration as a sex offender) including photographing and fingerprinting.	\$20.00(7-) registration fee
Digital report regarding registered sex offenders produced on CD Rom	\$6.00 per quarter hour(8-) (15 minutes) with a cost not to exceed \$25.00 per hour. Cost is based on employee wages to copy CD.
Color or black and white booking photographs (computerized or 35mm)	\$5.00(9-)
Fingerprinting, cost per card, for all non-criminal fingerprinting, including but not limited to job applicants, background checks, security clearance checks, and individuals registering with MMO not otherwise listed in this schedule. (applicant furnishes fingerprint card)	\$15.00
MMO Record Fee - Fees Not Established Elsewhere in this Table	
Public Service / Item	Current Fee
Search, retrieval, inspection fees for records housed in MMO Divisions/Units not specifically listed in this document. Personnel in various Divisions/Units may be required to process Records not under the direct control of the Records Section Personnel.	Fees shall be determined based on the hourly rate of the employee(s) completing the retrieval/redaction, or inspection/review of the records. Costs shall not exceed the actual costs incurred in hourly wages, multiplied by 126%, which will be multiplied by the time spent to process the record. Copying Fee of Twenty Five Cents per page shall be added to this charge per CRS 24-72-306
Copying fees for a standard page of a criminal justice record as allowed by 24-72-306 (1)	Twenty-five cents per standard page (Unless review/redaction/search or inspection of records is required.)

Effective February 27, 2010, and pursuant to House Bill 01-1288, fees for service of civil process will be as follows:

Summons and Complaint:

Civil	\$35.00
Dissolution of Marriage	\$35.00
Petition and Summons	\$35.00
Citation – Contempt	\$35.00
Civil Protection Order	\$35.00
Civil Protection Order - DOMESTIC VIOLENCE	NO CHARGE
Demand for Payment/Possession	\$35.00
Interrogatories	\$35.00
Notice	\$35.00
Notice & Summons to Appear (Small Claims)	\$35.00
Notice of Financial Responsibility & Subpoena	\$35.00
Order	\$35.00
Subpoena – Criminal	\$ 7.50
Writ of Garnishment	\$20.00
Notice of Exemption and Pending Levy	\$20.00

Evictions:

Notice to Vacate or Demand for Payment	\$35.00
Summons and Unlawful Detainer (FED)	\$35.00
Writ of Restitution	\$65.00

Mobile Home Eviction:

Notice of Judgment for Possession	\$35.00
Writ of Restitution	\$65.00

Non-Service (Civil)	\$16.00
Non-Service (Criminal)	\$ 5.00

Certificate of Redemption as needed	\$30.00
Certificate of Sale (personal property)	\$30.00
Publication	\$30.00
Sheriff's Deed (issuance)	\$40.00

Subpoena

Civil Subpoena	\$35.00
Criminal Subpoena	\$ 7.50

Mileage is charged at the current IRS rate per mile and is to be submitted with service fee.

Listed charges are per person to be served.

CORRECT PRE-PAYMENT OF FEES IS REQUIRED.

1- Based on hourly wage of Record Release Personnel, multiplied by 126% (wages + benefits) multiplied by average time of 15 minutes required to process record. The actual cost would be \$6.25 per quarter hour. MMO is requesting \$6.00 per quarter hour.

2- Based on hourly wage of Record Release Personnel, multiplied by 126% (wages + benefits) multiplied by average time of 15 minutes required to process record. The actual cost would be \$6.25 per quarter hour. MMO is requesting \$6.00 per quarter hour.

3- Prior to 2008, specific fees were tabulated for the release of Criminal and Traffic reports, and other documents currently requested by the public. These fees included the cost of reviewing, redacting, copying and disseminating these records. Changes to Colorado Revised Statute 24-72-306 (1) effective August 1, 2008 specifically denote copying fees of twenty-five cents per standard page separate from other associated costs incurred.

4- Based on hourly wage of Record Release Personnel, multiplied by 126% (wages + benefits) multiplied by average time of 15 minutes required to process record. The actual cost would be \$6.25 per quarter hour. MMO is requesting \$6.00 per quarter hour.

5- Based on hourly wage of Record Release Personnel, multiplied by 126% (wages + benefits) multiplied by average time of 15 minutes required to process record. The actual cost would be \$6.25 per quarter hour. MMO is requesting \$6.00 per quarter hour.

6- As used in this schedule, all miscellaneous records? includes all books, papers, cards, memoranda, reports, records or other documentary materials, regardless of form or characteristics, that are not otherwise specifically defined in this schedule that are made, maintained or kept by the Marshals Office for use in the exercise of functions required or authorized by law or administrative rule.

7- Sex Offender Registration fees are based on the total time spent processing 1 Registrant, including labor costs to fingerprint/photograph and register the offender, data entry into the National, State and local computer systems, as well as miscellaneous e-mails and other paperwork required. This reflects an average of wages for employees involved, multiplied by 126% (wages + benefits) multiplied by average time of approximately 46 minutes required to process 1 Sex Offender. The actual cost would be over \$21.00 per hour.

8- Based on hourly wage of Record Release Personnel, multiplied by 126% (wages + benefits) multiplied by average time of 15 minutes required to process record. The actual cost would be \$6.25 per quarter hour. MMO is requesting \$6.00 per quarter hour.

9- Based on hourly wage of Record Release Personnel, multiplied by 126% (wages + benefits) multiplied by average time of approximately 10 minutes required to process record.

10- Prior to 2008, specific fees were tabulated for the release of miscellaneous documents requested by the public. These fees included the cost of reviewing, redacting, copying and disseminating these records. Changes to Colorado Revised Statute 24-72-306 (1) effective July 1, 2008 specifically denote copying fees of twenty-five cents per standard page separate from other associated costs incurred.

11- As used in this schedule, all miscellaneous records? includes all books, papers, cards, memoranda, reports, records, digital or electronic records or other documentary materials, regardless of form or characteristics, that are not otherwise specifically defined in this schedule that are made, maintained or kept by the Police Department for use in the

exercise of functions required or authorized by law or administrative rule.

12- Prior to 2008, specific fees were tabulated for the release of miscellaneous documents requested by the public. These fees included the cost of reviewing, redacting, copying and disseminating these records. Changes to Colorado Revised Statute 24-72-306 (1) effective July 1, 2008 specifically denote copying fees of twenty-five cents per standard page separate from other associated costs incurred.