



**Grand Junction Police Department**

555 Ute Avenue

Grand Junction, Colorado 81501 Phone

(970) 549-5000

City web address: [www.gjcity.org](http://www.gjcity.org)

**Open Records Request for Criminal Justice Records**

Rules governing the release of criminal justice records are subject to the Colorado Open Records Act laws CRS 24-72-301 Adult Criminal Justice Records and CRS 19-1-301 Children’s Code Records and Information Act; and policies of the GJ Police Directives (OPR-293) Public Information and News Media Relations.

Name:	
Organization (if any):	
Address:	
Phone Number:	
E-Mail Address:	

**Instructions**

1. Enter the case number(s) or description of the report or information requested in the space below. If the case number(s) are unknown, provide a brief but specific description of the incident(s) including the name, date, location and responding officer if known.
2. Local background checks require a full name and date of birth. They are limited to contacts made by the GJPD. Include any maiden name(s) or other names used.


3. Depending on your email client, you may be able to use the “Submit by Email” button. If the button does not work save the completed form and attach to an e-mail addressed to: [PDRecords@gjcity.org](mailto:PDRecords@gjcity.org) You may also fax the form to (970) 549-5002, or drop it off at the Police Department.
4. The first hour of time required to research and redact restricted or confidential criminal justice information shall be at no charge. Time after the first hour shall be charged at \$5.00 per quarter hour. Fees for photocopies are \$ .25 per page. For reports in excess of 50 pages a 50% deposit of the estimated cost will be required before work will begin.
5. Police Records will contact you with an estimation of the final charges and arrange for payment of the deposit. Checks should be made payable to the City of Grand Junction. Credit/debit cards are acceptable (except American Express). Credit card information is accepted by phone or in person. Call (970) 549-5000.
6. Police records are paperless and can be e-mailed directly to you. File size limitations may not allow delivery by e-mail. These records may be picked up at the Police Department or other arrangements will be made.

**Please read and acknowledge by your signature below:**

I have reviewed or will receive and review copies of the record(s) described above. By my signature below, I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a Class 3 Misdemeanor under C.R.S. § 24-72-305.5.

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_