

**Fort Collins Municipal  
Request for Court Records**

**Return:**

**In Person: 215 N Mason St, Fort Collins, CO**  
**By Mail: PO Box 580, Ft Collins, CO 80522-0580**  
**Fax: 970-416-2162**  
**Email: court@fcgov.com**

**MUST INCLUDE COPY OF GOVERNMENT ISSUED PHOTO ID!**

I, \_\_\_\_\_, request to inspect the Record(s)  
of Official Action identified below.

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

Please select one of the following options for type of record to be received:

*There is a minimum fee of \$5.00 per record.*

☐ Electronic History Printout (24 hour minimum)

☐ Copy of Official Paper Record (72 hour maximum, unless written notice given to requestor)

**The following information is needed to identify the correct record.**

Case or citation #: \_\_\_\_\_

Defendant name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Requestor's Information:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**According to Colorado Revised Statute 24-72-305.5, records of official action, criminal justice records, or the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. A violation of this section subjects you to misdemeanor charges and upon conviction, a fine of \$100 or 90 days in jail or both.**

**Limitations on Juvenile Records will apply.**

I affirm that I will not use the records, or any portion of the records requested for the purpose of soliciting business for pecuniary gain.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

☐ Will pick up

☐ Fax to: \_\_\_\_\_

☐ Mail to: \_\_\_\_\_

☐ E-mail: \_\_\_\_\_

**\*If you have any questions please contact the**

**Court at 970.221.6800 or court@fcgov.com\***

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**For Official Use Only**

I.D. Verified ☐ Yes ☐ No Number of pages released \_\_\_\_\_

Record Released ☐ Yes ☐ No Total \$ Amount Charged \_\_\_\_\_

No Record Found ☐ Date Paid: \_\_\_\_\_

Record Release Denied ☐ – Attach Denial form.

If not immediately available: date will be available \_\_\_\_\_ Clerk Initials: \_\_\_\_\_