

University of Colorado Colorado Springs
Police Operations - Police Record Request
1420 Austin Bluffs Pkwy, DPS1
Colorado Springs, CO 80918
fax- 719 255-3394

NOTE: If the case you are requesting has been filed with the District Attorney's Office, you must contact them for a copy of the report. You can contact the DA's office at 520-6000 or in person at 105 E. Vermijo, room #205, Monday through Fridays from 08:00 – 12:30.

Information from the Colorado Crime Information Center (CCIC), and National Crime Information Center (NCIC) is for law enforcement use only and will not be included in the request.

If this request is for an open criminal case in which the investigation continues, it will not be released to protect the investigation and/or subsequent prosecution.

Information will not be released until the record has completed the formal approval process.

Please PRINT clearly to avoid any delays in processing your request.
One record request per form. If you need multiple records, please use additional records request forms.

1. Check Type of Record Wanted (check one only):
Traffic Accident ____ Case Report ____ Audio Recording ____
2. Date of occurrence _____ Time _____ Location of occurrence _____
3. Report # _____ Citation # _____
4. Victim _____ Suspect _____ Driver _____
5. Reason you need this report _____

"I verify by signing this that any record(s) I obtain will not be used for direct solicitation of business for pecuniary gain" Per Colorado Revised Statute 24-72-305.5.

Your name Printed _____

Your signature _____

Your phone number _____

PAYMENT FOR REPORT MUST BE MADE AT THE TIME OF REQUEST. MAILED PAYMENT MUST BE IN FORM OF MONEY ORDER OR CHECK. MAKE CHECKS PAYABLE TO UCCS. CASH/CHECK PAYMENTS MAY BE MADE AT THE UCCS PUBLIC SAFETY OFFICE.

TRAFFIC ACCIDENTS: \$ 5.00 (State of Colorado Report of Motor Vehicle Accident Only)
CASE REPORTS: \$10.00 (Case narrative only, pictures are not included)
AUDIO RECORDING: \$25.00 (Single continuous recording only- will only be e-mailed)

As soon as your request can be processed it will be sent as indicated below (mailed, faxed, or e-mailed):

UCCS DPS use only:

Payment Received: _____
Date: _____