



REQUEST FOR PUBLIC RECORD/DOCUMENT

1555 Millfleet Drive
 Windsor, Colorado 80550
 Phone: (970) 337-0609 Fax: (970) 225-0054
(Deliver Mail or fax to number listed above)

| | | | |
|---|-------------------|-------------------------|--------------------------|
| Requester Name: | | Date: / / | |
| Firm/Organization: | | | |
| Address : | | City: | State: Zip: |
| Phone: () | Fax: () | E-mail: | |
| Provide a description of the document/public record you are requesting that is sufficiently specific for WPMD to identify and locate the document/public record. (Use additional pages if necessary) | | | |
| Document Name: | # of pages | Date if known | Other Information |
| 1. | | | |
| 2. | | | |

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| I prefer to view records at the WPMD office: <input type="checkbox"/> I prefer copies of documents/records mail or faxed: <input type="checkbox"/> Copy cost .25 per standard page, postage rate if needed, cost of envelopes, Cost of Time per 15 minutes: \$16.25 (Prices subject to change) |
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SUBMISSION OF REQUEST IS CERTIFICATION THAT REQUESTER UNDERSTANDS AND ACCEPTS OBLIGATION TO PAY APPLICABLE FEES FOR COPIES OF RECORDS/DOCUMENTS REQUESTED AND THAT NO COPIES MAY BE RETURNED FOR CREDIT.

CHECK, OR MONEY ORDERS ONLY, PAYABLE TO WPMD. RECORDS/DOCUMENT WILL NOT BE RELEASED BEFORE FEES ARE PAID.

NOTE: On some request District's Attorney may have to assist/review request, which may cause higher fees, due to Attorney fees.

By signing below I certify that the information above is true and correct to the best of my knowledge and I understand **WPMD** rates.

| | |
|-------------------------------------|-------------------------|
| Signature of requesting Individual: | Date: / / |
|-------------------------------------|-------------------------|

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|--------------------------------|---|
| WPMD STAFF USE ONLY: | |
| COST ESTIMATE: \$ _____ | DATE PROVIDED: ____/____/____ BY: _____ |
| AMOUNT PAID: \$ _____ | DATE PAID: ____/____/____ DATE DOCUMENT/RECORD RELEASED: ____/____/____ |
| REQUEST COMPLETE: Y OR N | * COPY OF REQUEST MUST BE FILED * |