



**ALL PUBLIC RECORDS REQUESTS MUST BE SUBMITTED  
IN WRITING TO THE CITY CLERK'S OFFICE**

Fax to 303-987-7088 or mail/hand-deliver to  
Lakewood City Clerk, 480 S. Allison Pkwy, Lakewood CO 80226

**CITY OF LAKEWOOD PUBLIC RECORDS REQUEST  
UNDER THE COLORADO OPEN RECORDS ACT**

**PLEASE PRINT**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Copies requested: Yes \_\_\_\_\_ No \_\_\_\_\_

**INSTRUCTIONS**

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow 3 working days for a search of the records.

(See other side)

**UNDER COLORADO LAW, §18-8-114 C.R.S. (2003), IT IS A CLASS 1 MISDEMEANOR FOR ANY PERSON TO KNOWINGLY MAKE A FALSE ENTRY OR ALTER ANY PUBLIC RECORD OR TO DESTROY, MULTILATE, CONCEAL, REMOVE, OR IMPAIR THE AVAILABILITY OF ANY PUBLIC RECORD. "PUBLIC RECORD" IS DEFINED AS ALL OFFICIAL BOOKS, PAPERS, OR RECORDS CREATED, RECEIVED, OR USED BY OR IN ANY GOVERNMENTAL OFFICE OR AGENCY.**

(For staff use only)

## Charges

Copies: \_\_\_\_\_ copies @ **.25/page** = \_\_\_\_\_

Research &  
Retrieval

Fees: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
          # hours                   hourly rate inc. benefits

Total: \_\_\_\_\_

Request completed by: \_\_\_\_\_ Date \_\_\_\_\_

Request denied by: \_\_\_\_\_ Date \_\_\_\_\_

(Give reason(s) below)