

## Fee Schedule for Criminal Justice Records Retrieval

- Fees are non-refundable
- Victims of crimes have a right to receive the initial police report(s) at no charge but are subject to fees for any subsequent police reports resulting from further investigation after the initial report(s). This does not include evidence, body worn camera footage, and 911 recordings. All parties are subject to fees for these items.
- Fees are due before the reports may be released.
- Acceptable methods of payment: Cash, Money Order, Check, or Credit/Debit Card
- All records requests must be accompanied by a signed Application for Release of Criminal Records form
- Requests may be submitted in person, by mail to Eaton Police Department 224 1<sup>st</sup> St Eaton, CO 80615, or via email at [epdreportsrequest@eatonco.org](mailto:epdreportsrequest@eatonco.org)

Item	Cost	Information
Search & Retrieval Fee	\$4.00	
Redaction/Extended Research/Retrieval	\$11.25 per 15 minutes/ \$45.00 per hour	Cumulative staff time to retrieve, redact, reproduce, and mail, email or fax records exceeding 10 minutes
Copies	25¢ per page	Black and white printed copy (per standard 8 ½ " x 11" page)
Clearance Letters/Record Checks	\$10.00 in person \$10.50 by mail	1 <sup>st</sup> clearance letter free Fee after is per letter
Notary or Authentication Fee	\$5.00	Per notarized document or authentication
Document Viewing	\$18.00 per 15 minutes/ \$72.00 per hour	Per 15 minutes. Cumulative staff time
Fax Fee	30¢ per page	Fee includes any long distance fees incurred

Evidence Fees	Cost
Evidence Viewing	\$40.00 per hour/ ½ hour minimum
Copies	50¢ per page
Digital Evidence (Non BWC)	\$15.00 per disc

Body Worn Camera Footage Fees	Cost
Initial Research Fee	\$20.00 per hour, one hour minimum
Redaction Fee	\$45 per hour, per recording (not per incident)
8GB Thumb Drive	\$8.00 per thumb drive (only if NO access to email)
Mailing Fee	Actual Cost