DR 2693 (09/23/08)
COLORADO DEPARTMENT OF REVENUE
AUTO INDUSTRY DIVISION
DENVER CO 80261-0016
(303) 205-5604

PUBLIC RECORDS REQUEST

The Colorado Auto Industry Division provides information from its motor vehicle/powersports records. Information requests can usually be provided within three business days after receipt of order and fees. If you have any questions please call (303) 205-5604. Requests should be mailed to the address above or hand-carried to 1881 Pierce Street, Lakewood, CO.

Requestor's Name	Title	Telephone ( )
Company/Department Name		
Mailing Address		
City, State, ZIP		

Public Records & Fees

If you are requesting public records for more than one dealer, wholesaler or salesperson, provide the required information on a separate piece of paper. Note that no fees are required for law enforcement and/or government agency inquiries.

Dealer or Wholesaler License name _____

License Number _____ Salesperson Name _____

Description of Public Records Request _____

Per CRS 24-72-205, the fees for public records are as follows:
Photocopies: A single page is $0.25.

Media:

CD	$0.50
DVD	$1.00
Floppy	$0.50

Time: Based on the personal services, "Option 8" calculation in the FY2008 budget request the average fully loaded hourly rate per FTE is $28.00. This rate will be used in quarter hour increments.
Research and Retrieval Fee: A nominal fee of $15.00 per hour may be assessed if more than 1 hour of research, retrieval or preparation is required.

Stated use of requested information: _____

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Method for Report Delivery: ☐ Mail ☐ Call requestor for pickup ☐ FOIA Request

The above named requestor, agrees to indemnify and hold harmless, the State of Colorado, the Colorado Department of Revenue, and its officers, agents and employees from and against any and all loss, damages, injury, liability and claims arising out of the furnishing of motor vehicle/powersports records to the requestor.

Signature				Date
For Office Use Only	Reviewer	Process Date	Liability Code **2590**	Fee Submitted $

white copy - Licensing Section canary copy - Cashier