



CD Request Form

Name of Respondent	Date of Birth
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D.O.R.- Hearings Case Number	Appeal to be Filed? Yes <input type="checkbox"/> No <input type="checkbox"/>	For Transcript? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Date of Hearing	Location of Hearing
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Individual and/or Attorney's Office Making Request*	
Name	
Address	
City, State, ZIP	Phone #
Email:	

TRANSCRIPT

The Hearings Division does not provide hearing recordings, on CD or in electronic format, to transcribers. The Hearings Division will return the requested CD to the requestor, who can then submit the CD to the legal transcriber of their choice. The CD will come in a sealed envelope with a certification of the audio recording. Do not break the seal on the envelope; the transcriber will do that after you provide it to them. The Hearings Division will only provide CDs to requestors who are a party to the hearing in question or to their attorney of record.

CD REQUEST

Please prepare a duplicate of the recording of the hearing noted above. I have provided two blank CD-R's (not CD-RW's) to the Department for the purpose of preparing the copy, and will pick up the copy when notified that it is available. I will provide a mailer, postage pre-paid, if I need to have the copy mailed to me, and understand that preparation of the duplicate may take from one to three weeks.

I understand that an MP3 recording is not adequate for an appeal, and that if my case is under appeal, I must get a certified transcript completed by a transcriber in compliance with required state criteria.

Signature	Date
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Mailing Address
 Colorado Department of Revenue
 Hearings Division
 Building B Room 112
 PO Box 173350
 Denver, Colorado 80217-3350