

**Town of Blue River  
Public Record Request Form**

Request maybe emailed to: [townofbluerivercolorado@yahoo.com](mailto:townofbluerivercolorado@yahoo.com)  
NOTE: Confirmation of receipt is required for emailed requests

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Inspection Only Requested:                    \_\_\_Yes            \_\_\_No  
Hard Copies Requested:                    \_\_\_Yes            \_\_\_No  
CD or Electronic Copies Requested:            \_\_\_Yes            \_\_\_No  
Desired Retrieval Method:            \_\_\_Pick-up    \_\_\_Mailing    \_\_\_Email

Please indicate the information desired and/or list each requested document. Please be as specific as possible. (You may attach a letter indicating the requested public records)

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Please note that all emailed requests must receive a confirmation of receipt email from the Records Custodian.

I have read the Town of Blue River, Colorado Public Records Policy, dated April 14, 2015, and agree to pay all charges incurred in accordance with such Public Records Policy and the attached fee schedule:

\_\_\_\_\_  
Signature of Person requesting Public Record(s)

Charges: (To be completed by the Records Custodian and attached as invoice)

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

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Time Complete: \_\_\_\_\_ Completed By: \_\_\_\_\_

Summary of Response:

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