

RECORD REQUEST FREQUENTLY ASKED QUESTIONS

1.) How long will my request take?

- a. All record requests are completed in the order they are received, with government requests receiving priority.
- b. We are unable to provide a time estimate for your individual request
- c. The quickest way to receive records is to come to the Records Department in person
Please call ahead to confirm if records are available in house, as some cases are in the process of being archived

2.) How do I pay for the requests?

- a. Once the record request has been completed, we will contact you with the total cost.
 - Pay via credit card over the phone (American Express not accepted)
 - Check or Money Order
 - Cash is accepted when paying in person
 - WE DO NOT ACCEPT ANY CREDIT CARDS BY FAX OR EMAIL

3.) What is a “certified” or “exemplified” document and how do I know if I need it?

- a. A certified document has a raised court seal stamped on it which indicates that the document is an “official” copy.
- b. An exemplified document has 3 raised court seals stamped on it and is signed by the Chief Judge and Clerk of Courts.
- c. DO NOT REMOVE STAPLES FROM CERTIFIED DOCUMENTS AS THIS WILL VOID THE CERTIFICATION.
- d. It is \$20 per Certified/Exemplified document, Copies are \$0.25 per page
- e. If you are providing documents to another government agency, they may request certified/exemplified copies, however it is ultimately up to the party requesting the documents to determine whether they request this.

4.) How do I obtain a statewide criminal arrest history?

- a. Visit <http://www.cbirecordscheck.com/> for a complete Colorado statewide arrest history.

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