Date: Click or tap to enter a date.

Name: Click or tap here to enter text.

Organization represented (if any): Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name of documents requested: Click or tap here to enter text.

If the document name is unknown, provide a brief but specific description. Include dates, type of document, parties involved, etc. Broad, vague, or voluminous requests cause delays or may be denied.

If the records are available pursuant to law, the records will be made available for viewing within three working days. If extenuating circumstances exist so that the Custodian cannot gather the records within three working days, the period will be extended an additional seven working days. Please refer to the County’s Public Records Policy for more information. The Policy is available at <https://www.larimer.org/bocc/transparency> or at the County Manager’s Office (970) 498-7010.

Documents cost $.25 per page plus staff time, unless actual costs exceed that amount, in which case, actual costs may be charged. All payments for public records must be received in advance of releasing the requested records.

Type your name to acknowledge understanding of above exceptions and potential cost:

 Click or tap here to enter text.

*Filing Instructions:* Email, fax, mail or deliver the completed form to the person/office whom you believe to be the custodian of the document(s). A list of county departments is available on the County web site.

**For County Use Only:**

Request received by: Click or tap here to enter text.

Date/Time: Click or tap here to enter text.

Estimated Cost: Click or tap here to enter text.

Date Request completed: Click or tap here to enter text.

Completed by: Click or tap here to enter text.

Total number of copies (25 cents each page): Click or tap here to enter text.

Staff hours (at their hourly rate): Click or tap here to enter text.

Actual Cost: Click or tap here to enter text.