

Woodland Park Police Department

Local Record (Background) Check Request

PLEASE PRINT CLEARLY TO AVOID DELAYS IN PROCESSING YOUR REQUEST

Background checks conducted through Woodland Park Police Department (WPPD) include information on persons charged by the Woodland Park Police Department

WPPD background checks do not include any statewide or nationwide records, therefore our searches are not to be considered comprehensive or complete record checks. State and nationwide records can be obtained by contacting the Colorado Bureau of Investigation at 303-239-4300 or by visiting their website at www.cbirecordscheck.com. If you require a statewide driving record, you will need to contact, in writing, the:

**Department of Revenue
Division of Motor Vehicles
Record Release Request Unit
Denver, CO 80261-0016**

Any traffic charges obtained during this record check will consist of those accident/charges investigated locally by the Woodland Park Police Department. The Woodland Park Police Department's criminal records are retained according to state statute and are available unless the record has been sealed by the courts. Any background check conducted through this agency will include all records maintained by this agency and that are permitted to be released under the Colorado Revised Statutes.

COST

The minimum fee is \$6.00. If there are additional fees, you will be contacted by our Records Custodian. For any questions concerning costs, please consult the published Schedule of Fees available at www.city-woodlandpark.org or contact our Records Division at 719-687-9262. We accept money orders and checks. Please do not enclose cash. Make checks payable to "City of Woodland Park".

REQUEST INFORMATION

Name to be checked		Other	
Date of Birth		Is this your own record?	Yes No
AKAs (Maiden Name)		IMPORTANT - PLEASE READ WPPD will provide you with a letter indicating whether or not a record(s) exists with this agency.	
Social Security Number			

Please note:

When mailing in this form please include a photocopy of your valid, government issued photo identification (driver license, passport, etc...) that displays your name and date of birth. Failure to include a copy of your identification will cause a delay in fulfilling your request.

DELIVERY OPTIONS

Please mail my request to me.		Please email my request to me.	I will pick up my request in person.
Address You Want Your Report Mailed To:		Send Completed Form and Enclosed Fee To:	
Name		Woodland Park Police Department Attn: Records Division PO Box 7255 Woodland Park, CO 80863	
Address			
City, State, Zip			
Phone			
Email			

AFFIRMATION AND CERTIFICATION

STOP – Juvenile records must be requested in person at the Police Department. A juvenile record is only released to the parents of the juvenile or to the juvenile upon reaching adulthood.

I hereby certify that by affixing my legal signature to this form that any records I obtain as part of this request are for my personal use only and are used only to help me adequately protect myself and/or my family. I further affirm that I will not use any information obtained from this request to inflict retribution, harass, endanger, intimidate, threaten or otherwise further punish those persons listed in the report under penalty of law.

I hereby verify that by affixing my legal signature to this form that any record(s) I obtain will not be used for direct solicitation of any business for pecuniary (financial) gain pursuant to Colorado Revised Statute 24-7-305.5

Signature	Printed Name	Date