

Request for Information

City of Fort Lupton
130 S McKinley Avenue
Fort Lupton, CO 80621
(720) 466-6101



It is our goal to assure prompt and equitable service to customers requesting access to public records. Our policy is to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or request that require significant resources.

Pursuant to C.R.S. 24-72-203, three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage or otherwise not readily available.

Name of Person Requesting Information: _____

Telephone Number: _____

Mailing Address: _____

Physical Address: _____

City, State and Zip Code: _____

Detailed description of records requested: _____

Date of Request: _____ Pickup _____ Mail _____ Email _____

Acknowledges payment will be made based on the Open Records Fee Schedule.

Signature of Person Requesting Information: _____

OFFICE USE ONLY

Date Received: _____ Date Completed: _____

Date Picked-up: _____ Approved _____ Denied _____

Cost of Staff Time _____

Cost of Copies _____

Amount Prepaid _____

Balance due before release _____

Comments: _____