



# Public Records Request

2000 E. Horsetooth Road, Fort Collins, CO 80525-5721  
Fax: 970.212.7831

See the [Fee Schedule](#) for current charges.  
For more information contact our records department at [publicrecords@prpa.org](mailto:publicrecords@prpa.org)

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

## Requestor Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Fax: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

## Detailed Description of Public Records Requested

For Internal Office Use:	
Date request completed:	Amount paid: <i>See fee schedule</i>
Approved: _____ Denied: _____	
Reason for denial, if necessary:	