

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT**  
 16055 Old Forest Point, Suite 103  
 Monument, CO 80132  
 Bus: (719) 484-0911 Fax (719) 481-3456

Christopher Truty, Fire Chief



## OPEN RECORDS REQUEST

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

Copies Requested \_\_\_\_\_

Yes [  ]

No [  ]

Electronic Delivery Requested (if available electronically) \_\_\_\_\_

Yes [  ]

No [  ]

***If not electronic delivery, requestor must pick documents up when ready at the District Administration Building, 16055 Old Forest Point, Suite 103, Monument, CO 80132***

Name: _____		
Address: _____		City: _____
State: _____	Zip Code: _____	Daytime Phone: _____
E-mail Address: _____		FAX Number: _____

**Be as specific as possible and indicate the information desired or list each requested document:**

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Pursuant to §24-72-203 C.R.S. 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 records which are in active use, in storage or otherwise not readily available.

**REQUEST MAY BE FAXED OR EMAILED TO: 719-481-3456 [jmartin@tlmfire.org](mailto:jmartin@tlmfire.org)**

*[Please note – all faxed or e-mailed requests must be followed up with a phone call to the Office Administrator/HR or Fire Chief to be sure the request was received: 719-484-0911]*

Charges: (See current fee schedule, payment must be received prior to release of report)

	=	
	=	
	=	
<b>Total</b>	<b>=</b>	<b>\$</b> _____

Staff Use Only	
Date Received: _____	Time Received: _____
Date Completed: _____	Time Completed: _____
Completed By: _____	
Summary of Response: _____	