

**Office of the State Public Defender
Request to Inspect Administrative Records**

In order to inspect administrative records pursuant to P.A.I.R.R., the requesting party must complete this form and submit it via electronic mail to: records.request@coloradodefenders.us

or via United States Mail to:

Custodian of Records Office of the State Public Defender
1300 Broadway, Suite 400
Denver, CO 80203

Please note: no hand-delivered or telephone requests will be accepted and incomplete or inaccurate contact information may delay the response to your request.

Name: _____
Organization: _____
Address: _____
Telephone number: _____
Email address: _____

Description of records requested (please be as specific as you can and attach additional pages if necessary. Overly broad or vague requests may result in additional costs, delayed response, or an inability to fulfill your request):

Preferred format (e.g. paper copies, electronic/pdf): _____

Requests for inspection of records in specific formats cannot always be accommodated.

I have reviewed P.A.I.R.R. and OSPD procedures. I further state that the information provided is true and accurate.

Signature of Requestor

Date of Request

For more information, please go to our webpage at: www.coloradodefenders.us