

Town of Empire
PO Box 100, 30 East Park, Empire, CO 80438
303-569-2978, clerk@empirecolorado.us
www.TownOfEmpire.Colorado.Gov
EMPIRE CORA REQUEST FORM

REQUESTOR'S INFORMATION

Name: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

____ I understand that documents requested in accordance with the "Administrative Policy Memorandum: Empire CORA Policy" requires that I must pre-pay all applicable fees set forth in the current fee schedule, including any research/data extraction time. I also understand that by the nature of the document, access may be denied or limited, in accordance with applicable law.

Please list documents that you would like to review.

Item #	Description of Document(s) Requested

- *Copy requests shall be charged at \$.25 per page.*
- *The shipping and handling charge is \$3.50 for mailed copy orders.*
- *A research fee of \$15.00 per hour for clerical research and \$30.00 per hour for legal/professional work or portion thereof in 15-minute increments will be charged.*
- *Prior to production of records, applicants shall pay the applicable fee based on the best estimate of the costs incurred to reproduce the records. If the final amount is greater than the estimate, the applicant shall pay the additional amount. If the final amount is less than the estimate, the amount of overpayment shall be refunded.*

Signature

Date

Administrative Use Only
Date of response:
Attorney review required:
If denied, then why: