

Local Government department/employee
address

Date

To Whom it may concern,

Under the Colorado Open Records Law § 24-72-201 to 24-72-309 (et seq.), (or your state open records act) I am requesting a copy of the Oath of Office, and Bond, of (name of individual).

If this document does not reside with you or your department, please forward this to the proper department. If this document is available on the County or State web, please provide the location for it.

Under Colorado law, you have three days in which to respond.

Thank you for your attention to this matter,

name
address

(You can use this format to request ANY type of DOCUMENT COPY, such as contracts, or such, of any local OR State elected or other officials required to have an oath of office and bond. You can hand deliver this form, or send certified mail for proof of delivery).