DOWNTOWN DEVELOPMENT AUTHORITY
FORT COLLINS, COLORADO

APPLICATION FOR VIDEO FOOTAGE

Thank you for your request of video footage from the Downtown Development Authority. If available, video footage for the date and time requested will be provided to you in the form of a DVD. Generally, request for available footage will be processed within three (3) business days of receiving a completed application with accompanying payment. If we are unable to process your request within three business days, you will be notified about the delay.

Please note that the footage you have requested may not be available. Due to the storage limitations of the DDA's camera system, footage is typically for only six (6) days after the date on which it was captured. Additionally, the DDA may temporarily or permanently withhold certain footage from release in accordance with the provisions of the Colorado Open Records Act. Should the requested footage be unavailable for any reason, a written explanation will be provided to you.

The cost to process the application and provide you with the DVD of the requested footage will be $10.00, payable by check or cash only. Payment in full must be made at the time the application is submitted. The DVD will be yours to keep. We will not accept any returns. **We are not responsible for the DVD after it leaves our office.**

An email notification will be sent to you when the DVD is ready for pick up. If the requested footage is unavailable, your payment will be returned to you. No other refunds or returns will be accepted after an application has been submitted.

I, _____ request a DVD for the following date and times:
Print Name

_____ _____ ☐ AM ☐ PM
Date (MMDDYY) Time (from X:XX to X:XX)

In the space below, please provide the location of the area you would like footage, i.e. North side of Old Town Square by stage; South side of Old Town Square by Lucky Joe's; Old Firehouse Alley by Prost Brewery

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Print Name

Requestor's Address

Telephone Number

City and State

Zip Code

Email Address for Notification Purposes Only

Signature

Date of Signature

For DDA Use Only:

DVD Released: ☐ Yes ☐ No

Payment Received: ☐ Yes ☐ No

DDA Staff _____ Date _____