



**Submit this form by mail or email to:**  
Metropolitan State University of Denver  
Office of General Counsel Campus Box 01, P.O. Box 173362  
Denver, CO 80217-3362  
Phone: 303.605.5233  
Email: [CORA\\_Request@msudenver.edu](mailto:CORA_Request@msudenver.edu)

## MSU Denver Public Records Request Form

Complete Fields Below:	
Name:	
Company Represented (if applicable):	
Address:	
Phone:	Email:
<i>I affirm that I have read, understood, and agreed to this form in its entirety and that the information provided herein is true and correct.</i>	
Signature:	Date:

If the document(s) requested concerns a student or an employee, please complete the fields below:	
This request concerns a(n):	Student/Former Student <input type="checkbox"/> Employee/Former Employee <input type="checkbox"/>
Student/Employee Name:	
Student/Employee ID (900) Number:	
Student/Employee Date of Birth:	

Document(s) Requested* (Check all that apply.)	Relevant Time Period or Date of Issuance	Comments
<input type="checkbox"/> Enrollment/Registrar's Office <input type="checkbox"/> Vendors/Contracts <input type="checkbox"/> Employment/Human Resources <input type="checkbox"/> Financial/Accounting <input type="checkbox"/> Communications/Correspondence  <input type="checkbox"/> Other (please explain) _____ _____		

*\*Transcripts must be requested by the student. Please work directly with the student to order transcripts online via Parchment at <https://msudenver.edu/registrar/transcripts/>. The fee for transcripts ordered online is \$10.00.*

All requests for records must be specific as to the records sought and the relevant dates covered by the request. To assist with a clear and specific request, it is advised that you include: Types of the records requested (emails, reports, contracts), key search terms/phrases, specific date ranges, and list responsible individuals/departments.

At the custodian's prerogative, depending on the estimated staff time necessary to retrieve, review and copy the records, the requestor may be charged a reasonable research, retrieval and review fee. Please refer to MSU Denver's [Public Records Access \(CORA\) Policy](#) for further information regarding fees and potential charges.

*Revised July 2025*