

## NORTHGLENN POLICE DEPARTMENT

### Updated Sex Offender Registration Scheduling/Process

Northglenn Registrant:

The Northglenn Police Department would like to inform you that we are changing the process for sex offender registrations.

Effective March 9, 2020, the Northglenn Police Department will accept sex offender registrations by APPOINTMENT ONLY. **We will no longer accept “walk-in” registrations on Tuesday afternoons.** Registrants may schedule their appointment using the online scheduling system at [www.northglenn.org/sexoffenderregister](http://www.northglenn.org/sexoffenderregister). Registrations may be scheduled every Monday between the hours of 12 p.m. and 4 p.m., and every Thursday between the hours of 8:00 a.m. and 12:00 p.m.

If you are unable to schedule online, you may call 303-450-8881 and speak directly to an investigator who will schedule an appointment for you **based on availability**. If an investigator is not available, you may leave a message and the investigator will return your phone call to schedule an appointment.

**If you elect to schedule your registration appointment online, you may only schedule one appointment at a time. Duplicate appointments will be canceled.** You will receive a confirmation e-mail of your scheduled date and time. If you need to reschedule your appointment, you may do so following the instructions on your e-mail confirmation. Your previously-scheduled appointment will be canceled.

**Please note that the link to the registration form is available on the scheduling site. Please be sure to complete this form, print it, and bring it to your scheduled appointment along with the other required documents listed on the site.** If you do not complete your registration forms online, please arrive at least 15 minutes prior to your scheduled appointment to complete your registration forms.

All registration forms must be completed and ready to hand to the investigator at your scheduled appointment time. If your registration forms are not completed at your scheduled appointment time, you will not be registered that day, and your appointment will be canceled. It is the registrant's responsibility to have their forms completed prior to their scheduled appointment time.

It is still the registrant's responsibility to make sure he/she is successfully scheduling and completing their registration before their due date. Please plan and schedule appropriately.

Respectfully,



James S. May, Jr.  
Chief of Police