



**LARIMER COUNTY SHERIFF'S OFFICE**  
**Administration Division - Records Section**  
Request for Records

All requests for records must be made through the Records Section of the Larimer County Sheriff's Office. Research fees must be paid at the time request is made and any remaining fees due must be paid in full before records will be released. Costs for reproduction of records have been authorized by Colorado Revised Statute 24-72-306 and set by Larimer County Resolution 07012008R004.

Date of Request: \_\_\_\_\_

Records Certified \$5.00 fee <input type="checkbox"/> Yes <input type="checkbox"/> No
Notarized <input type="checkbox"/> Yes <input type="checkbox"/> No

LCSO Report # \_\_\_\_\_  \* Arrest Record  Address Check  Area/District Check  CAD Notes

A nonrefundable research fee of \$7.50 is required before research will begin on this request. This fee includes search, retrieval, and review. In addition, a processing fee of \$0.25 per page for redaction may be assessed.

\* Arrest Records are generated by LCSO information only and available from 2005 to present. They **DO NOT** include dispositions or traffic offenses.

Booking Photo - \$1.50 per each item requested

Case Photos - A nonrefundable research fee of \$10.00 is required before research will begin on this request.

911/Dispatch CD - A nonrefundable research fee of \$30.00 is required before request will be processed and only the previous 13 months are available.

Miscellaneous / Computer Services Search - A nonrefundable fee, which will be determined at the time of the request, is required before request will be processed.

PLEASE PRINT

<b><u>Person Named in Report:</u></b>		<b>Date of Birth:</b>	<b>Social Security No:</b>
<b>Address:</b>		<b>City/State/Zip</b>	<b>Phone:</b>
<b>Incident Date/Time:</b>		<b>Location:</b>	
<b>Nature of Incident:</b>			
<b><u>Name of Requester:</u></b>		<b>Date of Birth:</b>	<b>Relationship to Person Named:</b>
<b>Company / Agency Name:</b>			
<b>Requester Address:</b>		<b>City / State / Zip</b>	<b>Phone:</b>
<b>When request is complete (choose one)</b> <input type="checkbox"/> Mail <input type="checkbox"/> Call to Pick Up <input type="checkbox"/> Fax <input type="checkbox"/> E-mail			
<b>E-mail to:</b>		<b>Fax #:</b>	

CRS 24-72-305.5 - Access to records - denial by custodian - use of records to obtain information for solicitation.

Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a class 3 misdemeanor under CRS 24-72-309.

**Requester's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**RECORDS USE ONLY**

<b>RECEIVED BY:</b>	<b>DATE:</b>	<b>RESEARCH FEE</b> ___ \$7.50 ___ \$30.00 Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived	<b>PAGE FEE</b> _____ @\$.25/page Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived
<b>PROCESSED BY:</b>	<b>DATE:</b>	<b>LOGGED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ADDITIONAL FEES DUE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>RELEASED BY:</b>	<b>DATE:</b>	<b># OF PAGES RELEASED</b>	<b>ADDITIONAL FEES PAID:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> MAILED <input type="checkbox"/> PICKED UP <input type="checkbox"/> EMAILED <input type="checkbox"/> FAXED	<b>Certification \$5.00 fee</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Letter Needed: Yes No</b> <b>Letter Written: Yes No</b>	<b>Released</b> <input type="checkbox"/> CH <input type="checkbox"/> Clearance Letter