



REQUEST FOR RECORDS RESEARCH

SUMMIT COUNTY SHERIFF'S OFFICE / RECORDS DIVISION

Date of Request _____

First 10 printed pages **\$7.50** (Additional printed pages: **\$0.25 each**)

Records Research, Redactions, Retrieval, and Report Search (Assessed in ¼ hour increments) - **\$25.00/hour**

Audio/Video CD/Flash Drive Labor (Assessed in ¼ hour increments) - **\$25.00/hour** (Materials- **\$5.00 minimum**)

Local Background Checks: **\$25.00**

Booking Photo/Mug Shot: **\$2.50**

Please print clearly:

Name of requestor: _____ Company (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ **Phone:** _____

Incident Number: _____ Incident Type: _____

Location of Incident: _____ Date and Time: _____

Person(s) named in report: _____ DOB: _____

Requesting party's affiliation to the incident: _____

Specific Document(s) Requested _____

*****Payment must be received prior to the release of any records*****
*****MUST SEND COPY OF PHOTO ID*****

Note: C.R.S. 24-72-305.5 Access to records/Denial by custodian/Use of records

Records of official action, 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.

The undersigned hereby affirms that upon receipt of criminal justice records from the Summit County Sheriff's Office, such records shall not be used for the direct solicitation of business for pecuniary gain, and that any booking photographs obtained with this request will not be placed in a publication or posted to a website that requires the payment of a fee or other exchange for pecuniary gain in order to remove or delete the booking photograph from the publication or website. Any violation is a class 3 misdemeanor under C.R.S. 24-72-309.

Signature

Date

OFFICIAL USE ONLY

I.D. Verified: Yes No

Search while applicant waited: Yes No

Number of pages released: _____

Delivered: In Person Email: _____ Sent by US Mail

If inspection denied – reason: _____

Applicant notified of denial by: Phone In-person By mail E-mail N/A

Division: Operations Detentions Animal Control Emergency Management

Signature of Records Clerk _____ **Completed Date** _____

Revised on 08/28/2018

Start Time: _____

End Time: _____