

**BOULDER COUNTY SHERIFF'S OFFICE
REQUEST TO INSPECT CRIMINAL JUSTICE RECORDS**

In accordance with Colorado Revised Statutes, 19-1-301 through 304, concerning Children's Code Records and Information Act and 24-72-201 through 206, concerning Inspection, Copying and Photographing Public Records, and 24-72-301 through 24-72-309 concerning Criminal Justice Records, the BCSO will provide, for public inspection, records in the custody of the Sheriff's Office which are legally allowed within the provision of the above referenced statutes. The Sheriff's Office is authorizing dissemination ONLY to the below requestor in accordance with C.R.S. 24-72-304, secondary dissemination may violate this statute and will not be the responsibility of the Sheriff's Office. To request a copy of a record you MUST complete this form, which will be retained in the file of the requested record. All requests are processed as soon as possible, but may take up to 3 working days. Such period may be extended if extenuating circumstances exist such as the request is for an inactive file; an unusually long request or the records need to be reviewed by administration. Your request may require approval through the District Attorney's Office. Should your request be denied, you may request a written explanation as to why. The fee shall be as detailed below, unless actual costs exceed that amount, in which case actual costs may be charged. Actual costs include staff time. Any fees charged in this policy shall include the cost of redacting documents to excise privileged material. Fees may be waived or reduced with prior approval of the Sheriff.

A SEARCH FEE WILL BE ASSESSED FOR EVERY REQUEST TO INSPECT PUBLIC RECORDS WHETHER OR NOT THE REQUESTED RECORD IS LOCATED.

PERSON REQUESTING RECORDS: _____

REPRESENTING (NAME OF FIRM/BUSINESS): _____

ADDRESS: _____

HOME PHONE #: _____ WORK PHONE #: _____

EMAIL ADDRESS #: _____ FAX #: _____

REPORT #: _____ REPORT DATE: _____

PERSON(S) INVOLVED IN RECORD: _____ DATE(S) OF BIRTH: _____

INVOLVEMENT TYPE: VICTIM WITNESS SUSPECT COMPLAINANT ARRESTEE INVOLVED

CHECK INFORMATION REQUESTED:

- CASE REPORT FOR VICTIM:** NO CHARGE TO PERSONS INDEXED AS A VICTIM OF THE REPORT.
- CASE REPORT:** \$5.00 FOR EACH SEARCHED CASE REPORT (INCLUDES RETRIEVAL, COPYING OF THE FIRST TEN PAGES OF THE REPORT). THERE IS A FEE OF \$.25 PER EACH ADDITIONAL PAGE.
- CRIMINAL HISTORY:** \$10.00 PER CRIMINAL HISTORY SEARCH. A CRIMINAL HISTORY CONSISTS ONLY OF ANY ARREST(S) WHERE THE SUBJECT WAS LODGED IN THE BOULDER COUNTY JAIL AND ANY CRIMINAL SUMMONS ISSUED BY BOULDER COUNTY SHERIFF'S OFFICE TO THE SUBJECT.
- COMBINED HISTORY (CRIMINAL & NON-CRIMINAL):** \$10.00 PER COMBINED HISTORY.
- MUGSHOT:** \$5.00 PER MUGSHOT.
- CASE PHOTOGRAPHS (IF AVAILABLE):** \$2.50 EACH PHOTO OR \$15.00 PER CD.
- LIST OF BOULDER COUNTY REGISTERED SEX OFFENDERS:** MUST SHOW PICTURE ID.
- OTHER:** _____

YOUR SIGNATURE ACKNOWLEDGES THAT YOU WILL PAY ALL SHERIFF'S FEES ASSOCIATED WITH THIS RECORDS REQUEST (ALL PAYMENTS MUST BE RECEIVED IN ADVANCE OF RELEASING THE REQUESTED RECORDS) AND THAT PER STATUTE 24-72-305.5 THE SEARCHED RECORDS WILL NOT BE USED FOR THE DIRECT SOLICITATION OF BUSINESS FOR PECUNIARY GAIN.

THIS REQUEST MAY BE FAXED TO THE RECORDS SECTION. THE FAX NUMBER IS (720) 564-2674.

SIGNATURE: _____ **DATE:** _____

SECTION BELOW TO BE COMPLETED BY THE RECORDS SECTION ONLY

REQUEST RECEIVED BY: _____ **DATE:** _____ **TIME:** _____

COMMENTS: _____

REQUEST FORWARDED TO THE JUVENILE A.D.A. _____ **DATE:** _____ **TIME:** _____

REQUEST COMPLETED BY: _____ **DATE:** _____ **TIME:** _____

COST: \$ _____ PAID UNPAID MEDIA VICTIM

SECTION BELOW TO BE COMPLETED BY THE DISTRICT ATTORNEY'S OFFICE ONLY

APPROVED DENIED COURT ORDER REQUIRED

COMMENTS AND/OR SPECIFIC INFORMATION TO BE RELEASED: _____

