



## CRIMINAL JUSTICE RECORDS REQUEST FORM

The custodian of criminal justice records must consider and balance the public and private interests relevant to the inspection of each record request. In accordance with the Colorado Criminal Justice Records Act (CCJRA), CRS § 24-72-301 to 24-72-309, our agency allows for public inspection and production of records in the custody of our office, those of which are legally allowed within the provision of the above referenced statutes. Fees charged shall include the cost of redacting documents to remove privileged material. Fees may be waived for certain victims of crime as defined by statute. All records (reports, video, audio and photos) will be emailed unless otherwise requested. Additional fees will apply for hard copies of photos or DVDs of audio/video.

**Email this form to the records division: records@sanmiguelsheriff.org or fax to 970-728-9206.**

PERSON REQUESTING RECORDS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

AGENCY OR RELATIONSHIP TO (Victim, Suspect, Media, etc.) \_\_\_\_\_

CASE REPORT # (IF KNOWN) \_\_\_\_\_ INCIDENT DATE \_\_\_\_\_

PERSON(S) INVOLVED IN RECORD \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

OTHER CRIMINAL JUSTICE RECORDS \_\_\_\_\_

**CHECK BOX NEXT TO RECORD(S) YOU ARE REQUESTING**

- Report - \$5 for the first 15 pages; 25¢ per page after
- Arrest Record (Official Action) \$10

**MEDIA RECORDS\*\***

- Booking Video (30-days)     911 Call (1 year)
- Photos     Dispatch Phone Call
- Body Worn Camera     Other Phone Line Call

For CO Background Checks visit [cbirecordscheck.com](http://cbirecordscheck.com)

\*\*These records are charged at a \$30 per hour research and redaction fee. Fees over \$30 are due in advance. We will provide an estimate of the total cost of your request.

- ❖ All requests will be provided electronically unless otherwise requested.
- ❖ Additional charges for hard copy media – \$5 photo (4 photos per page) and \$20 per DVD.

Your signature acknowledges that you will pay all fees associated with this record request and that, per statute 24-72-305.5, the records will not be used for the direct solicitation of business for pecuniary gain. I have read and agree to the terms and the conditions stated above. I understand responses for fees to be paid in advance or for additional information must be responded to within 10 days or a new request must be submitted.

Check here for acknowledgment if submitting electronically – OR sign below.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ADMINISTRATION DIVISION USE ONLY**

REQUEST COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

FEE \$ \_\_\_\_\_

DENIAL? \_\_\_\_\_

CONTRARY TO? \_\_\_\_\_