



San Miguel County Sheriff's Office

OPEN RECORDS REQUEST FORM

In accordance with Colorado Revised Statutes, 19-1-301 through 304 and 24-72-301 through 24-72-309 the Sheriff's Office will allow for public inspection and production of records in the custody of the Sheriff's Office which are legally allowed within the provision of the above referenced statutes. All requests are processed as soon as possible, but may take up to 3 working days. 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 (research fee, media production, etc.). Any fees charged in this policy shall include the cost of redacting documents to remove privileged material. Fees are waived for victims of crime.

PER C.R.S. 24-72-205 (6)(a), A RESEARCH/RETRIEVAL FEE WILL BE ASSESSED FOR EVERY REQUEST TO INSPECT PUBLIC RECORDS WHETHER OR NOT THE REQUESTED RECORD IS LOCATED. THERE IS NO CHARGE FOR THE FIRST HOUR; AFTER THE FIRST HOUR, A \$30.00 PER HOUR FEE WILL BE ASSESSED. THIS REQUEST MAY BE EMAILED TO THE RECORDS SECTION: RECORDS@SANMIGUEL-SHERIFF.ORG OR FAXED TO 970-728-9206. REQUESTS WILL BE EMAILED, UNLESS OTHERWISE REQUESTED.

PERSON REQUESTING RECORDS _____ CERTIFIED COPY NEEDED?

REPRESENTING (NAME OF FIRM/BUSINESS) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

MOBILE PHONE # _____ OTHER PHONE # _____

EMAIL ADDRESS # _____ FAX # _____

REPORT # (IF KNOWN) _____ REPORT DATE _____

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

CHOOSE INFORMATION REQUESTED

- CASE REPORT** \$5.00 fee for each search. There is a fee of \$.25 per each additional page over 15 pages. There is no charge for the victim identified in report.
- AGENCY CRIMINAL HISTORY** A criminal history search involving arrest reports or information history of the San Miguel County Sheriff's Office. \$5.00 fee for each search. There is a fee of \$.25 per each additional page over 15 pages.
- MEDIA (PHOTOS/VIDEO)** \$20.00 fee per CD/DVD; electronic media fee \$5.00; hard copy photos \$5.00 per page
- CUSTODY ARREST REPORT ('OFFICIAL ACTION')** electronic search fee \$5.00; hard copy \$5.00 per page. Official Action includes information that must be released by statute (name, date of birth and address of arrestee, charges and arresting agency, bond amount and date and location of arrest)
- GENERAL CRIMINAL JUSTICE RECORDS** \$5.00 fee for each search. There is a fee of \$.25 per each additional page over 15 pages.
- OTHER** _____

YOUR SIGNATURE ACKNOWLEDGES THAT YOU WILL PAY ALL FEES ASSOCIATED WITH THIS RECORDS REQUEST AND THAT PER STATUTE 24-72-305.5 THE SEARCHED 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. (Check here for acknowledgment if submitting electronically)

SIGNATURE: _____ DATE: _____

SECTION BELOW TO BE COMPLETED BY THE ADMINISTRATION DIVISION ONLY

REQUEST COMPLETED BY _____ DATE _____ TIME _____

CASE REPORT(S) RELEASED _____ FEE \$ _____

DENIAL? _____ CONTRARY TO? _____ LETTER SENT? _____