



### 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. Fees charged shall include the cost of redacting documents to remove privileged material. Fees may be waived for victims of crime. Media records (video, audio and photos) will be emailed unless otherwise requested. *Additional fees apply for hard copies of photos or DVDs of audio/video.*

Email this form to the records division: [records@sanmiguelsheriff.org](mailto:records@sanmiguelsheriff.org) or fax to 970-728-9206.

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

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MOBILE PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

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

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

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

PURPOSE FOR REQUESTING REPORT \_\_\_\_\_

**CHECK BOX NEXT TO RECORDS YOU ARE REQUESTING**

Report - \$5 for the first 10 pages; 25¢ per page after

Background Check (Records of Official Action \$10)

**MEDIA RECORDS\*\***

Booking Video                       911 Call

Photos                                       Dispatch Phone Call

Body Worn Camera                       Other Phone Call

\*\* 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.

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ADMINISTRATION DIVISION USE ONLY**

REQUEST COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_ FEE \$ \_\_\_\_\_

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