

EL PASO COUNTY SHERIFF'S OFFICE

210 South Tejon Street, Colorado Springs, CO 80903

Metro Facility

719-520-7177

REQUEST TO OBTAIN PUBLIC RECORDS

Your Name _____

Your Address: _____

Home Phone _____ Work Phone _____

Cell Phone _____

Case Report Number

Date of Occurrence _____

Address of Occurrence _____

For 911 Dispatch printouts or recordings:

Date and time of call _____

Address we responded to _____

Person(s) Involved:

Name _____ Name _____

OTHER KNOWN INFORMATION TO HELP US LOCATE THIS RECORD

(Continue to page two)

FOR RECORDS USE ONLY:

FEE FOR REQUESTED RECORD(s): _____

IF OVER 10 PAGES, ADDITIONAL COPYING FEE: (+) _____

SUBTOTAL _____

AMOUNT RECEIVED WITH REQUEST: (-) _____

AMOUNT OWING, IF ANY (TO BE COLLECTED AT TIME OF RELEASE) _____

RELEASED BY

RECEIPT NO.

DATE

RECEIVED BY

DATE

Please include \$6.00, cash or money order, with your request. We do not accept checks, debit cards, or credit cards.

- [] **CASE REPORT: \$6.00 up to 10 pages// + \$.25 cents per page over 10 pages**

- [] **CALLS FOR SERVICE – PRINTOUT OF 911 CALL SCREENS: \$6.00 up to 10 pages// + \$.25 cents per page over 10 pages**

- [] **Dispatch Recordings-Recordings are released on CD Rom-charge includes the CD and a printed copy of the call for service:
\$25.00 per hour or portion thereof if the incident occurred within the last two years
\$35.00 per hour or portion thereof if the incident occurred more than two years ago**

- [] **COPY OF TRAFFIC TICKET: \$2.00**
Approximate date and location ticket was received _____

- [] **JAIL BOOKING REPORT: \$3.00**
Date(s) of incarceration _____

- [] **JAIL RECORDS - other – \$6.00 up to 10 pages//\$.25 per page over 10 pages**
Date(s) of incarceration _____

- [] **PHOTOGRAPHS ON CD ROM: \$6.00 up to 10 photos//+\$.25 per photo over 10 - charge includes CD**

- [] **PAPER COPIES OF PHOTOGRAPHS (not on CD Rom) \$3.00 per photo**

NOTE: Fees are subject to change without notice

REGISTERED SEX OFFENDERS: For a list of registered sex offenders in the El Paso County Sheriff's Office jurisdiction, please call (719) 520-7333.

Your signature acknowledges that you will pay all fees associated with this request and that, per Colorado State Statute 24-72-305.5, the records released to you will not be used for the direct solicitation of business for pecuniary gain.

IMPORTANT-PLEASE READ: Any requested records will be held for 90 days. If not picked up within 90 days, the records will be destroyed and will need to be re-ordered. No refunds will be made and new fees will apply to all re-ordered records.

YOUR SIGNATURE

DATE