



El Paso County Sheriff's Office

Terry Maketa, Sheriff



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 _____

Commitment to Excellence

Support Services Bureau
210 S. Tejon St. • Colorado Springs, CO 80903
719-520-7100

**Office of the Sheriff
Law Enforcement Bureau**
101 W. Costilla • Colorado Springs, CO 80903
719-520-7155
shr.elpasoco.com

Criminal Justice Center
2739 E. Las Vegas St. • Colorado Springs, CO 80906
719-390-2106

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

- [] **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**

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