



La Plata County Sheriff's Office Application for the Release of Criminal Justice Records

I, _____, request the release of:
(Please Print Legibly)

- Records of Official Action (Records or Background Check)
- Other Criminal Justice Records (Deputy/ Incident Reports Criminal or Traffic)
- Booking Sheet/Mugshot
- Audio/Video Media (Body Worn Camera or Dash board vehicle Camera)
- 911 Phone Call 911 Radio Traffic
- Other _____

Date of Request: _____ Time of Request: _____

The following information is needed to identify the correct record.

Incident Number: _____
 Date of Incident: _____ Time of Incident: _____
 Location of Incident: _____
 Person(s) Involved: _____ DOB: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Requestor's Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email Address: _____

Fees:

Reports-\$7.50 for 1-5 pages, \$.25 per each additional page.
Research fee-\$7.50 per 15 minutes, (\$30.00/hr.) research/redact.

Note: According to Colorado Revised Statute 24-72-305.5, records of official action, criminal justice records, or the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The Official Records Custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

Requestor's Signature: _____ Date: _____

For Official Use Only	Total \$ Amount Charged _____
Received By: _____	Date/Time Received: _____
Referred to: _____	Number of pages released: _____
Date Completed: _____	Date requestor was notified: _____
Time spent: _____	Date closed: _____
I.D. Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Granted <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for denial of inspection: _____	

Signature of Records Technician: _____ Date: _____