



**ARAPAHOE COUNTY SHERIFF'S OFFICE  
RECORDS REQUEST**

DATE \_\_\_\_\_  
CR # \_\_\_\_\_  
BOOKING # \_\_\_\_\_

**TYPE OF REQUEST**

CASE REPORT \_\_\_\_\_ BOOKING INFO \_\_\_\_\_ MUG PHOTO \_\_\_\_\_  
AUDIO/VIDEO \_\_\_\_\_ PHOTO(S) \_\_\_\_\_ BACKGROUND CHECK \_\_\_\_\_

**APPLICANT INFORMATION**

NAME \_\_\_\_\_ DOB \_\_\_\_\_  
(PLEASE PRINT)  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
(Complete Street, City, State, Zip)  
DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
REASON FOR REQUEST \_\_\_\_\_

**INFORMATION PROVIDED BY:**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ SR CLERK INITIALS \_\_\_\_\_

**DENIAL OF INSPECTION:**

Reason for Denial

- ( ) Contrary to State Statute
- ( ) Prohibited by rules or order of the Court
- ( ) Contrary to Public Interest

\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ APPROVAL \_\_\_\_\_



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FEES

Fee for research, retrieval of reports and audio/video/photo(s), redaction and preparation of records for release	\$5.00 (first 15-minutes) \$20.00 Per Hour
Cost of printing report	\$0.25 per page (after first 10 pages)
Cost of electronic copy of CD / DVD per disc	\$1.00
Cost of electronic copy on Blu-Ray per disc	\$2.00
Cost of mailing CD, DVD or Blu-Ray per disc	\$2.00
Criminal History / Background Check Letter	\$10.00 (1 - 2 copies) \$5.00 additional copy
Mug Photo	\$2.00 + Research Fee
NOTARY FEE	\$2.00

24-72-305.5 Access to records – denial by custodian – use of records to obtain information for solicitation. Records of official actions and criminal justice records and 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 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.

24-72-306 Criminal justice agencies may assess reasonable fees, not to exceed actual costs, including but not limited to personnel and equipment, for the search, retrieval, and redaction of criminal justice records and may waive fees at their discretion. In addition, agencies may charge a fee not to exceed \$0.25 per standard page for a copy of a criminal justice record. Where fees for certified copies or other copies, printouts, or photographs of such records are specifically prescribed by law, such specific fees shall apply.

Any records custodian may require and collect a 50% advance deposit of estimated research, retrieval and copy fees for public records requests that will require significant staff time, and resources to complete. A records custodian may require and collect 100% advance deposit of estimated research, retrieval and copy fees for public records requests from any person who has made a previous retrieval request and not paid or not come in to view the requested information.

Cost Breakdown

Research Fee	\$5.00 x _____ hour(s)	\$ _____
Cost of printing / electronic copy		\$ _____
Cost of record:	_____	\$ _____
Total Cost		\$ _____

**By signing this form, I acknowledge I have read and understand the above information and am not obtaining information for direct solicitation of business or pecuniary gain.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_