



Mail-In Records Request

Request Date:

Case Record #:

Booking #:

Select Types of Request

Case Report:

Booking Information:

Mug Photo:

Audio/Video:

Photos:

Background Check:

Juvenile Record:

Crime Statistics:

Reason for Request:

Requester Information – Please Print

First Name:

Last Name:

Address:

City:

State:

Zip code:

Date of Birth:

Driver's License or State ID Number:

ID State:

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.

Requester Signature:

Date:

Mail this request with a copy of your identification to:

Arapahoe County Sheriff's Office
Attention Records Unit
131010 East Broncos Parkway
Centennial, CO 80112



SERVING WITH INTEGRITY
ARAPAHOE SHERIFF
 SINCE 1858

For Internal Use Only

Information provided by:

Date:		Time		CR Clerk's Initials	
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Request Fulfillment Status (select one):

Approved:		Approval Date:		Approval Time:	
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Denied:

Select Reason for Denial:

Contrary to State Statute:		Prohibited by rules or order of the Court:		Contrary to public interest:	
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Denial Comments:

Cost Breakdown:

Research Fee \$5.00 x _____ hours(s):	\$
Printing / Electronic Copy:	\$
Cost of Record:	\$
Total Due:	\$



Records Request Fee Schedule

Research, Report and Audio/Video/Photo Retrieval, Redaction, and Preparation for Release	\$5.00 for the first 15-minutes \$20.00 per hour thereafter
Printing a report	The first 10 pages are included in the research fee \$0.25 per page (after first 10 pages)
Electronic copy of a CD/DVD	\$1.00 per disc
Electronic copy on a Blu-Ray	\$2.00 per disc
Mailing a CD, DVD, Blu-Ray	\$2.00 per disc
Criminal History / Background Check Letter	\$10.00 for one to two copies \$5.00 for each additional copy
Booking Photo	\$2.00 + the research fee
Notary Fee	\$2.00

Note: 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.

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.