



FREMONT COUNTY SHERIFF'S OFFICE

100 JUSTICE CENTER ROAD · Canon City, Colorado 81212
Phone (719) 276-5521 · FAX (719) 276-5593



REQUEST FOR CRIMINAL JUSTICE RECORDS

Some requests may exceed the fee or may be less than the fee based on actual cost/time or type of record requested.

Request will be processed within 3 to 7 business days (some exceptions will apply).

REQUESTER'S INFORMATION

Your Name: _____ DOB: _____

Representing (Name of Company): _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary phone #: _____ FAX #: _____

E-mail Address: _____

CASE REPORT

OFFICER REPORT: \$5.00 up to the first 10 pgs.; \$.25 for each addl. pg. (*investigation files or cases over 20 pgs. will be charged at a rate of \$7.50/billed in 15minute increments*)

CASE # (if known): _____ OR TYPE OF INCIDENT: (I.e. Domestic, Theft) _____

DATE OF INCIDENT (approx.): _____ TIME OF INCIDENT (approx.): _____

LOCATION/ADDRESS OF INCIDENT: _____ CITY: _____

PERSON(S) INVOLVED: _____

*WAS ANYONE ARRESTED: NAME OF PERSON _____ DATE: _____

Photographs (if applicable): \$3 per page or \$10.00 per CD +\$5.00 postage Audio/Video Recording/CD (if applicable): \$10.00 per disk, + \$5.00 postage

DISPATCH PRINTOUTS AND RECORDING: *Actual date/ approx. time required for 911 calls

DISPATCH LOG: \$5.00 up to the first 10 pages; \$.25 for each additional page. (*A summary of an event entered by dispatchers for a specific call, "this is not an officer's report"*).

ADDRESS HISTORY: \$3.00 up to \$7.50/15 min increments up to the first 10 pages; \$.25 for each additional page. (*A list of how many times a Deputy responded to a certain location/address, this report includes dates, times and the nature of the call*)

911/DISPATCH AUDIO/1 CD: \$30.00 per incident + \$5.00 postage includes CAD report up to the first 10 pages; \$.25 each additional page

DATE/TIME OF CALL (S) FROM: _____ TO _____

ADDRESS WE RESPONDED TO: _____ CITY: _____

NAME OF CALLER: _____ CALLER (S) PHONE NO.: _____

PARTY INVOLVED: _____ DOB _____ PARTY INVOLVED: _____ DOB _____

BACKGROUND CHECK or JAIL/BOOKING INFORMATION

***NAME OF PERSON:** (Last name, first name and DOB required.)

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____

DATE OF BIRTH: _____ OTHER NAMES (AKA/Maiden): _____

***SPECIFIC DATE** (Booking Report or Photo): _____

BACKGROUND CHECK/CLEARANCE LETTER: \$7.50 per person/ (non-criminal and criminal contacts) Sheriff's records ONLY.

JAIL BOOKING REPORT: \$3.00 (Arrest Information specific to a date; the most current report will be provided if no date is listed.)

MUG SHOT/BOOKING PHOTO: \$3.00 (Photo taken at the time of arrest; the most current photo will be provided if no date is listed).

INCARCERATION HISTORY: \$5.00 (A record of arrest and release dates of an individual booked in Fremont County Jail).

OTHER /MISC RECORDS (fees will vary depending on request; \$.25 up to \$7.50/ billed 15 min increments up to \$30.00 per hour + copies.

(Please specify: date/time/involved parties/details: _____

PECUNIARY GAIN AFFIRMATION

PURSUANT TO C.R.S. 24-72-305.5: I understand that Colorado Law Prohibits me from using records of official actions and criminal justice records and the information in such records for the purpose of soliciting business for pecuniary gain. **By signing this form, I acknowledge and affirm that the records I obtain from the Fremont County Sheriff's Office as a result of this records request shall not be used for the direct solicitation of business for pecuniary gain.** NOTICE: Records not picked up after 60 days from notification will need to be reordered. No refunds will be given/ new fees will apply.

REQUESTER SIGNATURE: _____ **DATE:** _____

OFFICIAL USE ONLY

AMOUNT PAID \$ _____ I.D. VERIFIED: _____ AMOUNT OWED: \$ _____ [] PAID

PAYMENT TYPE: CASH CHECK CREDIT CARD OTHER:

DATE/TIME CONTACTED: _____ L/M _____ Notes: _____

PROCESSED BY: _____

NO. PAGES: _____ If OVER 10 PAGES, ADDITIONAL COPING FEE: \$ _____ OTHER FEES (SPECIFY): \$ _____

NOTES: _____

METHOD OF DELIVERY: WAITED PICK UP FAX MAIL (fees apply) EMAIL