



# PUEBLO COUNTY SHERIFF'S OFFICE

## CRIMINAL JUSTICE RECORDS REQUEST FORM

909 COURT ST, PUEBLO, CO 81003 / OFFICE (719) 583-4809/6442 / FAX (719) 583-4945

320 E. Joe Martinez Blvd, Pueblo West, CO 81007 / OFFICE (719) 583-4730/4734 / FAX (719) 583-4732

**Report #:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **DOB:** \_\_\_/\_\_\_/\_\_\_  
 (Please print)

**Address:** \_\_\_\_\_  
 (Street) (City) (State) (Zip)

**Phone #:** (\_\_\_\_) \_\_\_\_\_  
 Agency or **Relationship to:** (Victim, Suspect, etc.)

**Date of Incident:** \_\_\_/\_\_\_/\_\_\_ **Incident Address:** \_\_\_\_\_

**Involving - NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_ **SS#:** \_\_\_/\_\_\_/\_\_\_

**Purpose for requesting the report:** \_\_\_\_\_

**PLEASE CHECK BOX BELOW NEXT TO THE RECORD BEING REQUESTED:**

<input type="checkbox"/> Report - \$5.00 for first ten pages; \$.25 per page thereafter	<input type="checkbox"/> Traffic Accident
<input type="checkbox"/> Background Check (Records of Official Action) \$10.00	<input type="checkbox"/> Body Worn Camera ***
<input type="checkbox"/> Booking Photo \$5.00	<input type="checkbox"/> Medical Records ***
<input type="checkbox"/> Other: ***	<input type="checkbox"/> In Custody Letters \$5.00 / \$30.00 per hour

**NOTE: FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**      \*\*\* Search and Retrieval Fess: \$30.00 per hour

**Please mail** request to above address      **Please call** when ready to pick-up

**NOTE: Fill in as much as possible on this form to ensure you receive the correct requested information!**

**\*\* THIS FORM MUST BE SIGNED \*\***

Note: According to the Colorado Revised Statute 24-73-305.5, records of official action, criminal justice records, or the names, address, 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 action and criminal justice records unless such person signs a statement which affirms that such record shall not be used for the direct solicitation of business for pecuniary gain.

**Dated this** \_\_\_\_\_ day of \_\_\_\_\_

**SIGN HERE**

**\*\*Signature of Applicant:** \_\_\_\_\_

**OFFICIAL USE ONLY**      ID Verified: YES [ ] NO [ ]      **ID/Driver's License #:** \_\_\_\_\_

Search while applicant waited [ ]      Delayed Search [ ]      Granted: [ ]      Denied: [ ]

Applicant notified: [ ] In person      [ ] By Phone      [ ] By Mail      **Amount Paid:** \$ \_\_\_\_\_

Date Released: \_\_\_\_\_      CJRT who released: \_\_\_\_\_