



## IN CUSTODY LETTER REQUEST

909 Court Street, Pueblo CO 81003 -Office (719) 583-6136

		CASE #	
YOUR NAME (Print)			DATE OF BIRTH
STREET ADDRESS	CITY, STATE & ZIP		
PHONE NUMBER	AGENCY or RELATIONSHIP (To Victim, Suspect, Etc.)		
DATE OF INCIDENT	INCIDENT ADDRESS		
INVOLVING - NAME	ADDRESS		
DATE OF BIRTH	SOCIAL SECURITY NUMBER		
PURPOSE OF REQUESTING REPORT			

PLEASE CHECK THE BOX BELOW NEXT TO THE RECORD BEING REQUESTED	
<input type="checkbox"/>	<b>IN-CUSTODY LETTER</b> - \$5.00 / \$30 Per hour
Payment must be submitted with request and must be <u>cash, check or money order.</u>	Valid ID is requested with all requests.
A deposit of \$5.00 must be made before search and retrieval will begin depending on the size of the request, deposit could be more.	
NOTE: Fees are subject to change without notice.	<b>*** SEARCH &amp; RETRIEVAL FEES - \$30.00 per hour</b>

Select-check one-

<input type="checkbox"/> PLEASE <b>MAIL</b> REQUEST TO ABOVE ADDRESS	<input type="checkbox"/> PLEASE <b>CALL</b> WHEN READY TO PICK UP	<input type="checkbox"/> PLEASE <b>E-MAIL</b> WHEN COMPLETE
--	---	---

**E-mail request to:** \_\_\_\_\_

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 24-72-305.5, 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.

\_\_\_\_\_  
DATE SIGNED                      SIGNATURE OF RECORD REQUESTOR



BELOW IS FOR OFFICIAL USE ONLY										
ID VERIFIED	YES		NO			ID / DRIVER'S LICENSE #				
GRANTED				DENIED			Refund			
APPLICANT NOTIFIED				IN-PERSON			BY PHONE		-	BY MAIL
APPLICANT NOTIFIED				By E-mail						
AMOUNT DUE	\$					AMOUNT PAID	\$			
DATE RELEASED						CJRT WHO RELEASED				