



REQUEST FOR RECORDS RESEARCH

SUMMIT COUNTY SHERIFF'S OFFICE | RECORDS DIVISION

P.O. Box 210 | 501 North Park Avenue

Breckenridge, Co 80424

Phone: (970) 453-2232

E-mail: records@summitcountyco.gov

Date of Request _____

Summit County Incident Number _____

All requests for records of official action must be made to the Records Division of the Summit County Sheriff's Office.

Payment is required before the Sheriff's Office personnel will release the report.

Costs for reproduction of records authorized by C.R.S. 24-72-306 and BOCC Resolution 2009-23.

Report Search, Retrieval, and Redaction fee - \$7.50 (includes 10 pages): Additional pages **25¢** each

Video Tape Labor Cost (Assessed in ¼ hour increments) - **\$25.00/hour**: Materials & Equipment - **\$10.00**

Audio/Video CD Labor Cost (Assessed in ¼ hour increments) - **\$25.00/hour**: Materials & Equipment - **Min. \$5.00**

Records Research (Assessed in ¼ hour increments) - **\$25.00/hour** | **Booking Photo/Mug Shot** - **\$2.50**

Please print clearly:

Name of requestor: _____

Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: _____

Type of Incident: _____

Location of Incident: _____

Date and Time: _____

Person(s) named in report: _____

Requesting party's affiliation to the incident: _____

Specific Document(s) Requested: _____

What is your preferred method of contact from the Sheriff's Office for this request? (Check one)

Phone

E-mail

U.S. Mail

If this request is in relation to your arrest, please contact the District Attorney's Office at (970) 453-3520.

Note: C.R.S. 24-72-305.5 Access to records/Denial by custodian/Use of records

Records of official action, 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.

The undersigned hereby affirms that upon receipt of criminal justice records from the Summit County Sheriff's Office, such records shall not be used for the direct solicitation of business for pecuniary gain, and that any booking photographs obtained with this request will not be placed in a publication or posted to a website that requires the payment of a fee or other exchange for pecuniary gain in order to remove or delete the booking photograph from the publication or website. Any violation is a class 3 misdemeanor under C.R.S. 24-72-309.

Signature: _____ Date: _____