



# LAKE COUNTY SHERIFF'S OFFICE

505 Harrison Ave. Leadville, CO. 80461  
Phone 719-486-1249 / Fax 719-486-0139

## RECORDS REQUEST FORM

Prior to submitting a records request, please wait at least 10 business days from the date of the incident to allow sufficient time for submission, review, corrections, and approval.

Request will be processed within 3-7 business days (some exceptions may apply)

### REQUESTER'S INFORMATION

Name of Person or Business Requesting Records: \_\_\_\_\_ DOB: \_\_\_\_\_

Contact person (if representing firm/business): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Government Agency: \_\_\_\_\_ Title: \_\_\_\_\_

### OFFENSE / INCIDENT REPORT

**Criminal Case Report** \$6.00 first 10 pages; \$0.25 ea. additional page (\$20/hour for archived or lengthy research charged in 1/2 hr increments)

Case Report # (if known): \_\_\_\_\_ Date of Incident (Approx): \_\_\_\_\_

Type of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Additional Documents (please specify): \_\_\_\_\_

Photographs (if applicable): Color printed \$1.00 each photo

Audio/Video Recording (includes CD): \$25.00 for first hour (Archived or Lengthy \$20.00/hr charged at 1/2 hr increments)

### JAIL RECORDS

**Jail Booking Report:** \$6.00 (Arrest information specific to a date; the most current report will be provided if no date is listed.)

**Mugshot/Booking Photo:** \$5.00 per mugshot

**Incarceration History:** \$6.00 for first 10 pages; \$0.25 ea. additional page (applies to Lake County Jail bookings only)

**Other (Please Specify):** \$6.00 for first 10 pages; \$0.25 ea. additional page

\_\_\_\_\_ Date(s) of Incarceration: \_\_\_\_\_

\_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Alias Name(s) \_\_\_\_\_

**AGENCY RECORDS CHECK**

**Lake County Sheriff's Office Contact Check:** \$6.00/person for first 10 pages; \$0.25 ea additional page

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Alias Name(s) \_\_\_\_\_

**DISPATCH RECORDS**

**Dispatch Call Log:** \$6.00/event for first 10 pages; \$0.25 ea additional page  
(\$20/hour archived or lengthy research charged in 1/2 hr increments)

Date of Incident: \_\_\_\_\_ Time of Call (approximate) \_\_\_\_\_

Type of Call (IE: Traffic, Domestic, Disturbance): \_\_\_\_\_

Location/Address we responded to: \_\_\_\_\_

Name of Caller: \_\_\_\_\_ Phone Number of Caller: \_\_\_\_\_

Involved Parties: \_\_\_\_\_

**Dispatch Audio (includes CD):** \$25.00/event for first hour. (\$20/hour archived or lengthy research charged in 1/2 hr increments)

911 Call     Non Emergent Call     Radio Traffic

**OTHER RECORDS NOT LISTED**

**Misc/Other (Please specify):** Fees will vary depending on the type of request

\_\_\_\_\_  
\_\_\_\_\_

**PECUNIARY GAIN AFFIRMATION STATEMENT**

**PURSUANT TO C.R.S 24-72-305.5:** I ACKNOWLEDGE AND UNDERSTAND that Colorado Law prohibits me from using records of official action and criminal justice records and the information in such records for solicitation of business for pecuniary (monetary) gain. I hereby affirm, the records I obtain SHALL NOT be used for Direct Solicitation of Business for Pecuniary Gain and the Official Custodian shall deny any person access to records of Official Actions and Criminal Justice Records unless such person signs this statement.

\*\*\*Records will be held for 60 days, reports not picked up will need to be reordered. No refunds will be given and new fees will apply\*\*\*

REQUESTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICIAL USE ONLY**

TOTAL COST: \$ \_\_\_\_\_

FEE PAID: \$ \_\_\_\_\_  
ID Verified:  Yes  No

AMOUNT OWED: \$ \_\_\_\_\_

Processed By: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Contact Date: \_\_\_\_\_

Time Spent past first hour: \_\_\_\_\_