



LARIMER COUNTY SHERIFF'S OFFICE
Administration Division - Records Section
Charge Summary Report

All requests for records must be made through the Records Section of the Larimer County Sheriff's Office. Research fees must be paid at the time request is made. Costs for reproduction of records have been authorized by Colorado Revised Statute 24-72-306 and set by Larimer County Resolution 07012008R004.

Date of Request: _____

Records certified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Clearance Letter Notarized	<input type="checkbox"/> Yes	<input type="checkbox"/> No

A nonrefundable research fee of \$7.50 is required before research will begin on this request.
This fee includes search, retrieval, and review.

***Records are generated by LCSO information only and available from 2005 to present. Report includes dates, times, and charges of bookings into the Larimer County Jail. It will also include charges via citation, summons or warrant by the LCSO. They DO NOT include court dispositions or DMV Records.**

PLEASE PRINT

<u>Full Name of Person:</u>	<u>Date of Birth:</u>
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<u>Name of Requester:</u>	<u>Date of Birth:</u>			
Company / Agency Name:				
<u>Requester Address:</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Phone:</u>
When request is complete (choose one) <input type="checkbox"/> Mail <input type="checkbox"/> Call to Pick Up <input type="checkbox"/> Fax <input type="checkbox"/> E-mail				
E-mail to:		Fax #:		

CRS 24-72-305.5 - Access to records - denial by custodian - use of records to obtain information for solicitation.

Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for soliciting business for pecuniary gain. The Official Custodian or designee 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.

I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a petty offense under CRS 24-72-309.

Requester's Signature: _____ **Date Signed:** _____

Signed request forms can be emailed to: sheriffreports@larimer.org or faxed to: 970-482-8745

RECORDS USE ONLY

RECEIVED BY:	DATE:	RESEARCH FEE: ____ \$7.50 <u>Paid:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived	CREDIT CARD: Type _____ NO _____ EXP ____ / ____ CVV ____
PROCESSED BY:	DATE:	FORM OF PAYMENT: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Billed	
RELEASED BY:	DATE:		
<input type="checkbox"/> MAILED <input type="checkbox"/> PICKED UP <input type="checkbox"/> EMAILED <input type="checkbox"/> FAXED	# OF PAGES RELEASED LOGGED <input type="checkbox"/> Yes <input type="checkbox"/> No	Certification <input type="checkbox"/> Yes <input type="checkbox"/> No Notarized <input type="checkbox"/> Yes <input type="checkbox"/> No	Clearance Letter needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Letter Written: <input type="checkbox"/> Yes <input type="checkbox"/> No