LARIMER COUNTY SHERIFF'S OFFICE
ADMINISTRATION DIVISION – RECORDS UNIT
INCARCERATION/INMATE FILE

Date of Request: _____

All requests for inmate file records must be made through the Records Section of the Larimer County Sheriff's Office. A non-refundable fee of $7.50 is required before research will begin. This fee includes search, retrieval, review, and redaction. In addition, a processing fee of $.25 per page will be assessed for each page of the file. Any additional amount owed must be paid before Sheriff's Office personnel will release the records. Fees have been authorized by Colorado Revised Statute 24-72-306(1) and set by Larimer County Resolution 07012008R004.

Inmate Name:	**Inmate Date of Birth:**
Incarceration Dates Requested:	

I AUTHORIZE THE RELEASE OF MY INMATE FILE TO:

Name:		
Company/Agency:		
Address:	**City and State:**	**Zip:**
Phone Number:		
How do you want to receive the records?	☐ **Email** ☐ **Mail** ☐ **Call to Pick Up** ☐ **Fax**	
Email Address:	**Fax Number:**	

I authorize the release of the above inmate records to the above-named person/business. These records will consist of information relating to my incarceration at Larimer County Jail, which may include, but is not limited to: booking documents, property records, inmate behavior reports, etc. These records may also contain medical information. Due to the nature of these records, the inmate's signature must be notarized.

_____ _____ **{SEAL}**

Signature (MUST BE NOTARIZED) **Date**

Subscribed and sworn before me this _____ day of _____, _____

_____ _____

Notary Public/Larimer County/State of Colorado **My Commission Expires**