LARIMER COUNTY SHERIFF'S OFFICE
Administration Division - Records Section
2501 Midpoint Drive
Fort Collins, Colorado 80525

RECORDS USE ONLY_____

Request for Record

All requests for records must be made through the Records Section of the Larimer County Sheriff's Office. Costs for reproduction of records have been authorized by Colorado Revised Statute 24-72-306 and set by the Larimer County Updated LCSO Records Fee Schedule resolution. Initial research fees are non-refundable.

Date of Request: _____ **Report #**_____ ☐ ***Records Certified***

Depending on the status of the record, you may be referred to the Larimer County District Attorney's Office to initiate your request through their office.

ALL FEES INCLUDE RESEARCH, RETRIEVAL & PROCESSING

☐ LCSO Case Report	**$7.50** + 25¢ per page	☐ Address Check	**$7.50** + 25¢ per page
☐ CAD Notes	**$7.50** + 25¢ per page	☐ Case Photos	**$7.50** + 25¢ per page
☐ 911/Dispatch Recording	**$30.00** previous 25 months available per standard retention	☐ Booking Photo	**$1.50**
☐ Video/Audio Recording	**$10.00/15 minutes** of research ***and*** redaction time	☐ Special Search/Stats	**$40.00/hour** 1 hour minimum

DESCRIBE WHAT YOU ARE REQUESTING:_____

_____

_____

PLEASE PRINT

Person Named in Report:	**Date of Birth:**			**Social Security No:**
Address of Person:	**City**	**State**	**Zip**	**Phone:**
Incident Date/Time:	**Incident Location**			
Nature of Incident:				
Name of Requester:	**Date of Birth:**			**Relationship to Person Named:**
Company / Agency Name:				
Requester Address:	**City**	**State**	**Zip**	**Phone:**
Email address or Fax #:				
When request is complete (choose one) ☐ **Mail**	☐ **Call to Pick Up**		☐ **Email**	☐ **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 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 dropped off at or mailed to our office or faxed to 970-482-8745. Electronically submitted requests for records must be submitted through our request portal at https://www.larimer.gov/sheriff.

Questions can be directed to sheriffreports@larimer.org or 970-498-5110.