

**ROUTT COUNTY SHERIFF'S OFFICE RECORDS SEARCH /  
INFORMATION REQUEST APPLICATION**

**Address: 2025 Shield Dr., Steamboat Springs CO 80487  
Attn: Records ~ Phone # 970-870-5506 ~ Fax # 970-870-1272**

In accordance with Colorado Revised Statutes, 24-72-201 through 206, concerning Inspection, Copying, Photographing Public Records, and 24-72-301 through 309 concerning Criminal Justice Records. The RCSO will provide, for the public, records in the custody of the Sheriff's Office that are legally allowed within the provision of the above referenced statutes. To request a copy of a record you MUST complete this form, which is then retained in the file of the requested record. All requests are processed as soon as possible, but may take up to 3 working days if the record requested is: in an inactive file, unusually long or needs to be reviewed by the RCSO Administration. There may be some instances that you will be referred to either the District Attorney and/or the Courts for information that we are not able to provide. Should your request be denied, you may request a written explanation. We only release reports created by Routt County Sheriff's Office personnel.

**\*\*\*\*\*PLEASE PRINT CLEARLY\*\*\*\*\***

**PERSON REQUESTING SEARCH:**

**Today's Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Driver's License # / State:** \_\_\_\_\_

**ID Presented: Y/N** **Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Law Enforcement / Criminal Justice Agency:** \_\_\_\_\_ **Officer ID #:** \_\_\_\_\_  
(IF APPLICABLE)

**INFORMATION REQUESTED: PLEASE CHECK APPROPRIATE BOXES AND INDICATE CASE NUMBERS WHERE APPLICABLE:**

- CRIMINAL CASE REPORT #: \_\_\_\_\_  DUI REPORT #: \_\_\_\_\_
- TRAFFIC CITATION #: \_\_\_\_\_  ACCIDENT REPORT # (Acc Forms Only): \_\_\_\_\_
- ACCIDENT REPORT # (Including Citations, Statements, etc., if any) \_\_\_\_\_
- JAIL RECORD AND/OR BOOKING #: \_\_\_\_\_  OTHER (Specify): \_\_\_\_\_
- CRIM HISTORY LETTER / BACKGROUND CK

**Name of Party Involved in Report:** \_\_\_\_\_ **Sex: M / F** **DOB:** \_\_\_\_\_  
(Last) (First) (MI)

**Name of Party Involved in Report:** \_\_\_\_\_ **Sex: M / F** **DOB:** \_\_\_\_\_  
(Last) (First) (MI)

**Incident Date/Time:** \_\_\_\_\_ **Type of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Reason for request, to include requesting party's affiliation to incident** (Purpose for obtaining record/information and how you are an interested party to the case): \_\_\_\_\_

I \_\_\_\_\_ **affirm that this copy of record number shall not be used for the direct solicitation**  
(Print your name)  
**of business for pecuniary gain. (C.R.S. 24-72-305.5)**

**Signature of requesting party:** \_\_\_\_\_

## Advisement and Instructions For Viewing Official Records

### 1. Records Inquiry and Request:

- a. Records Inquiry forms will be available to the public and may be received from a requestor any time of the day or night, 7 days a week, but the request will only be processed by the Records Custodian Monday – Friday between 9:00am and 5:00pm, excluding legal holidays.
- b. A citizen must fill out and sign the Records Inquiry Form and pay the appropriate fee before further processing of the request. A separate request form must be filled out for each different name and/or case report and a separate processing fee collected for each request.
- c. There is no exception to request and copy fees to the public, unless exception is deemed appropriate by the Records Custodian, Records Department Head, or the Sheriff. There will be no charge to criminal justice agencies or news media, except in special circumstances of large requests at one time. Requests from criminal justice agencies and news media must be logged but no request form needs to be filled out or processed.
- d. Any question about records procedures should be referred to the Records Custodian or the Records Department Head.

### 2. Release of Records and Information to the Public and Media:

- a. Each individual request must be considered separately as to whether or not access to the record may be allowed or denied. If access is denied, you may request the reason to be written and you may appeal the decision to the Sheriff, who is Chief Records Custodian of this agency. If again denied, you may appeal to the 14<sup>th</sup> Judicial District Court. The policies and procedures used by the Routt County Sheriff's Office are the same as mentioned in the 2001 (revised) Colorado Open Record Laws Edition of the *Criminal Records Security for Colorado Criminal Justice Agencies*, provided by Barbara Case King.

### 3. Disclaimer and Other Required Information:

- a. Required information including requestor's full name, date of birth, reason for request, and valid identification will be provided on the back of this form.
- b. By signing the back of this form, you are acknowledging the following:

***C.R.S. 24-72-305.5***

***Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records ARE***

STRICTLY CONFIDENTIAL TO THE REQUESTOR ONLY and shall not be used by any person for the purpose of soliciting business for pecuniary gain or otherwise. The official custodian shall deny any person access to records of official actions and criminal justice records unless such a person signs a statement which affirms that such records SHALL NOT BE MADE PUBLIC or be used for the direct solicitation of business for pecuniary gain or otherwise.

### 4. Fee Schedule:

Records Processing and Search Fee:	\$10.00	Mail in Request Handling Fee:	\$5.00
Copies (per page):	\$1.00	Certified Copies:	\$5.00

Photographs, Audio, CD Rom, Floppy Disk, etc.: \$10.00 plus actual costs to produce.

Security Standby time while records are viewed: Free for the first 10 minutes and will be assessed at the employee's hourly rate thereafter.