



RECORDS SECTION

CRIMINAL JUSTICE RECORDS REQUEST

909 Court Street, Pueblo CO 81003 -Office (719) 583-/6442/6455/6459

REPORT #

YOUR NAME (Print)				DATE OF BIRTH	
STREET ADDRESS			CITY, STATE & ZIP		
PHONE NUMBER		AGENCY or RELATIONSHIP (To Victim, Suspect, Etc.)			
DATE OF INCIDENT		INCIDENT ADDRESS			
INVOLVING - NAME			ADDRESS		
DATE OF BIRTH			SOCIAL SECURITY NUMBER		
PURPOSE OF REQUESTING REPORT					

PLEASE CHECK THE BOX BELOW NEXT TO THE RECORD BEING REQUESTED					
<input type="checkbox"/>	REPORT - \$5.00 for the first 10 pages; \$0.25 per page thereafter	<input type="checkbox"/>			
<input type="checkbox"/>	BACKGROUND CHECK (Records of official action) - \$10.00	<input type="checkbox"/>	BODY WORN CAMERA ***		
<input type="checkbox"/>	BOOKING PHOTO - \$5.00	<input type="checkbox"/>	MEDICAL RECORDS ***	<input type="checkbox"/>	
<input type="checkbox"/>	OTHER *** -				
Payment must be submitted with request and must be <u>cash, check or money order.</u>			Valid ID is required with all requests.		
A deposit of \$30.00 must be made before search and retrieval will begin depending on the size of the request, deposit could be more.					
NOTE: Fees are subject to change without notice.			*** SEARCH & RETRIEVAL FEES - \$30.00 per hour		

Select-check one-

<input type="checkbox"/>	PLEASE <u>MAIL</u> REQUEST TO ABOVE ADDRESS	<input type="checkbox"/>	PLEASE <u>CALL</u> WHEN READY TO PICK UP	<input type="checkbox"/>	PLEASE <u>E-MAIL</u> WHEN COMPLETE
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E-mail request to: _____

NOTE: Fill in as much as possible on this form to ensure you receive the correct requested information!

THIS FORM MUST BE SIGNED!

Note: According to the Colorado Revised Statute 24-72-305.5, records of official action, criminal justice records, or the names, address, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The Official Records Custodian shall deny any person access to records of official action and criminal justice records unless such person signs a statement which affirms that such record shall not be used for the direct solicitation of business for pecuniary gain.

DATE SIGNED	SIGNATURE OF RECORD REQUESTOR
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BELOW IS FOR OFFICIAL USE ONLY										
ID VERIFIED	YES		NO		ID / DRIVER'S LICENSE #					
GRANTED			DENIED			Refund				
APPLICANT NOTIFIED			IN-PERSON			BY PHONE		-	BY MAIL	
APPLICANT NOTIFIED			By E-mail							
AMOUNT DUE	\$				AMOUNT PAID	\$				
DATE RELEASED					CJRT WHO RELEASED					