

**LARIMER COUNTY SHERIFF'S OFFICE**  
**Administration Division - Records Section**  
**COMPUTER SERVICES SEARCH REQUEST**

Date of Request: \_\_\_\_\_

LCSO Report No: \_\_\_\_\_

All requests for special searches of records must be made through the Records Section of the Larimer County Sheriff's Office. A non-refundable research fee of \$40.00 per hour (one hour minimum) is required before request will be processed. This fee includes research, manipulation of data, and expertise of computer systems personnel in creating a new record. Cost for reproduction has been authorized by Colorado Revised Statute 24-72-306, and set by Larimer County Resolution 07012008R004.

**PLEASE PRINT**

|                                   |
|-----------------------------------|
| Information Needed:               |
|                                   |
| Date/Time and Nature of Incident: |
| Name and DOB of Person Involved   |
| Special Instructions:             |
|                                   |

|  |                       |        |
|--|-----------------------|--------|
| Name of Requester:   | Relationship to Case: |        |
| Company/Agency Name:   |                       |        |
| Address:   | City/State/Zip        | Phone: |
| Reason Requesting:   |                       |        |
| When request is complete (choose one) <input type="checkbox"/> Mail <input type="checkbox"/> Call to Pick Up <input type="checkbox"/> Fax <input type="checkbox"/> Email |                       |        |
| Email 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 the purpose of 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 class 3 misdemeanor under CRS 24-72-309.

Requester's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signed requests may be faxed to: (970) 482-8745 or emailed to: [sheriff-rpts@co.larimer.co.us](mailto:sheriff-rpts@co.larimer.co.us)

**RECORDS USE ONLY**

|   |       |   |  |
|---|-------|---|--|
| RECEIVED BY:  | DATE: | RESEARCH FEE: <u>\$40.00</u> + \$ _____<br>Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived | COPY FEE _____ @\$.25/page<br>Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived |
| PROCESSED BY:   | DATE: | LOGGED <input type="checkbox"/> Yes <input type="checkbox"/> No   | ADDITIONAL FEES DUE: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
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