

LARIMER COUNTY SHERIFF'S OFFICE
Administration Division - Records Section
-RECORD OF OFFICIAL ACTION-
CRIMINAL RECORDS CHECK REQUEST

Date of Request _____

All requests for records on an individual 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 on this request. Costs for reproduction of this record have been authorized by Colorado Revised Statute 24-72-306(1) and set by Larimer County Resolution 07012008R004.

Please Print / Date of Birth is Required Information

Name of Person to be checked:	Date of Birth:
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Requester:	
Company/Agency: (if applicable)	
Address:	City/State/Zip
Phone:	Special Instructions:

Reason for 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 #:			

Larimer County Sheriff's Office Records of Official Action include personal identifying information of an individual incarcerated at the Larimer County Jail, dates of incarceration, charges, and arresting agency. It also includes ADULT charges with no incarceration by Larimer County Sheriff's Office. Records are available from 1994 to present. It DOES NOT INCLUDE charges from another agency which did not result in detention at our facility, and DOES NOT INCLUDE disposition information - which must be obtained from Larimer County Courts. It DOES NOT INCLUDE traffic offenses - driving records are available from the Colorado Department of Motor Vehicles.

If no record is found on the individual checked, a letter stating such will be issued. If you need a clearance letter notarized - please state so at the time of request.

CRS Sec 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 Colorado Revised Statute 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

RECORDS USE ONLY

RECEIVED BY:	DATE:	RESEARCH FEE ___ \$7.50 ___ 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	Letter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Letter Written: <input type="checkbox"/> Yes <input type="checkbox"/> No
RELEASED BY:	DATE:	RELEASED: <input type="checkbox"/> CH <input type="checkbox"/> Letter	<input type="checkbox"/> MAILED <input type="checkbox"/> PICKED UP <input type="checkbox"/> E-MAILED <input type="checkbox"/> FAXED