

**LARIMER COUNTY SHERIFF'S OFFICE**  
**Administration Division - Records Section**  
**FINGERPRINT / CASE PHOTO REQUEST**

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

All requests for fingerprints or case photos must be made through the Records Section of the Larimer County Sheriff's Office. Search fees vary for each item requested. Costs for reproduction of these items has been authorized by CRS 24-72-306 and set by Larimer County Resolution 07012008R004.

Copies of fingerprint cards cost \$7.50 and are the fingerprints taken of the individual at the time of incarceration.

For each CD, case photos cost a \$10.00 nonrefundable research fee which includes the CD. Case photos are photos taken at the scene of a crime. Those taken after May 2004 are digital and will be reproduced on a CD. Copies are made from negatives for photos taken prior to May 2004, and will be billed at the actual cost of reproduction in addition to the initial \$10.00.

**FOR FINGERPRINTS - FILL IN THIS AREA**

Defendant's Name:	Defendant's DOB:
Date of Incarceration:	

**OR CASE PHOTOS FILL IN THIS AREA**

Report #:	Name of Subject:
Date of Incident:	Nature of Incident:
Purpose for photos:	

**RECORDS USE ONLY**

MNI:	BKG #:	PHOTO RQT SENT TO :	PHOTO RQT TO LAB:
		Case Officer/Date	Date

Please Print

Requester:	
Company/Agency:	Address:
City/State/Zip	Phone:
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, names, addresses, telephone numbers, and their 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.

Requesters 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**

FP Card    Paid \$7.50 Yes    No    Waived	Received by:	Date:
Case Photos    Paid \$10.00 Yes    No    Waived	Total # Photos :	Additional Due:
Released by:	Date:	<input type="checkbox"/> Mailed <input type="checkbox"/> Emailed <input type="checkbox"/> Faxed <input type="checkbox"/> Picked up
Paid Yes    No    Waived		