



## Open Records Request Form

All requests for records must be made to the Records Division of the Delta County Sheriff's Office. **A NON-REFUNDABLE research fee of \$5.00 is due at the time of request before a search will begin.** The initial fee includes 30 minutes of research/redaction and up to 4 pages, with an additional fee of \$.25 per page accessed beyond that. Research/redaction beyond 30 minutes will be assessed \$20.00 per hour, minimum 1/4 hour. Additional reports under the same request, including supplemental report, are \$2.50 per report. Dispatch/911 recordings, body cam videos and photos are \$25 per disc/thumb drive. A separate request form **must** be completed for multiple requests along with the required fees. **All fees must be paid prior to release of records.** Costs for reproduction of records have been authorized by Colorado Revised Statute § 24-72-306.

### Requestor:

Please fill in the information requested below thoroughly and accurately. This will ensure the timeliest response to you. All requests will be mailed unless another method is requested.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax or other phone: \_\_\_\_\_

### What record are you requesting? Check the appropriate box and continue completing the form:

**Local criminal background check.** Record of official contact by Delta County Sheriff's Office Deputies only. Full arrest reports are through CBI.

**Sheriff's Office Incident Report – Case # if known:** S\_\_\_\_-\_\_\_\_ For reports from other agencies, you have to contact that agency.

**Other:** \_\_\_\_\_

### Name of Party you are requesting records on:

Please fill in the information requested below as completely and legibly as possible. Incomplete information may be insufficient for a successful retrieval of the requested report or information.

Full Name (includes aliases/ maiden name): \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Social Security No: \_\_\_\_/\_\_\_\_/\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

Date(s) of incident(s): \_\_\_\_\_ Nature of incident: \_\_\_\_\_

C.R.S 24-72-305.5 Access to Records – denied by custodian – use of records to obtain information for solicitation. RECORDS OF OFFICIAL ACTION AND CRIMINAL JUSTICE RECORDS AND THE NAMES, ADDRESSES, TELEPHONE NUMBERS AND OTHER INFORMATION IN SUCH RECORD 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 OR OFFICIAL ACTION 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. **By signing this request, I swear or affirm that I will not use the information I receive for pecuniary gain.**

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY – DO NOT COMPLETE BELOW THIS LINE

DCSO Numbers: Incident/Case No: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Request Furnished? YES \_\_\_\_\_ Pages: \_\_\_\_\_ NO \_\_\_\_\_

Comments/Reason and C.R.S. for denials: \_\_\_\_\_

Request Furnished via: US Mail: \_\_\_\_\_ Picked up at office: \_\_\_\_\_ Other: \_\_\_\_\_

Record Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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970.874.2000 Main  
970.874.2015 Dispatch  
970.874.2021 Detentions  
970.874.2027 Fax



211 W 6<sup>th</sup> Street  
PO Box 172  
Delta, CO 81416  
[Facebook.com/DCSOCOLORADO](http://Facebook.com/DCSOCOLORADO)