



Sheriff Richard A. Reigenborn

sheriffreigenborn@adcogov.org

## Inmate Records Release Form

Please provide the following information:

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

Inmate Name: \_\_\_\_\_ Inmate DOB: \_\_\_\_\_

Incarceration Dates: \_\_\_\_\_

**Please select the records you are seeking to obtain or have produced to an authorized person:**

Custody Letter    Medical Records    SRP/GPS Records    Intake Records    Grievance Records

Classification/Disciplinary Records

Video-Recordings from secured areas have a 30-day retention period from Incident Date

***FEES ARE NOT WAIVED FOR IN CUSTODY INMATES AND INMATE ACCOUNTS WILL BE CHARGED ACCORDINGLY. A FIVE DOLLAR DEPOSIT IS REQUIRED IN ADVANCE TO PROCESS ALL REQUESTS.***

Initial that you acknowledge and understand the above statement: \_\_\_\_\_

**If you are in custody all communication will be done through the kite system**

**PLEASE RELEASE THE INMATE FILES SELECTED ABOVE TO:**

Name: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**How do you want to obtain the documents? (Choose One)**

Mail    Call to pick up    Email (address must be provided above)    Fax (must be provided above)

***I AUTHORIZE THE RELEASE OF THE ABOVE INMATE RECORDS TO THE ABOVE-NAMED PERSON/BUSINESS. THESE RECORDS WILL CONSIST OF INFORMATION RELATING TO MY INCARCERATION AT ADAMS COUNTY JAIL, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO: MEDICAL RECORDS, PROPERTY RECORDS, CLASSIFICATION REPORTS, GRIEVANCES, INMATE REQUESTED RECORDS, ETC. DUE TO THE NATURE OF THESE RECORDS, INMATE'S SIGNATURE MUST BE NOTARIZED.***

**Signature(Must be Notarized):** \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of: \_\_\_\_\_, 20\_\_\_\_

Notary Public/Adams County/State of Colorado: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Completed forms can be emailed to [recordsrequest@adcogov.org](mailto:recordsrequest@adcogov.org)**

**Payment is required upon completion. All records not picked up within 30 days will be destroyed.**