



Sheriff Richard A. Reigenborn

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## Records Request Form

Please provide the following information: Date of Request: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date Range for CFS: \_\_\_\_\_ - \_\_\_\_\_

Person Named in Report: \_\_\_\_\_ DOB: \_\_\_\_\_

Address of Incident/CFS: \_\_\_\_\_

Relation to Report: ☐ Victim ☐ Witness ☐ Reporting Party ☐ Other (Explain) \_\_\_\_\_

### Please select the records you are seeking to obtain:

☐ Case Report ☐ Calls for Service (CFS) ☐ Background Check Sheriff's Records Only

☐ Mugshot ☐ Case Photos ☐ Body Worn Camera Video

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

### Requesters Information:

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

Company/Representing (if applicable): \_\_\_\_\_

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

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

### When Request is complete, how do you want to receive the documents? (Choose One)

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

### **PLEASE READ AND ACKNOWLEDGE BELOW**

**PURSUANT TO COLORADO REVISED STATUTE (CRS) 24-72-305.5, I UNDERSTAND THAT COLORADO LAW PROHIBITS ME FROM USING RECORDS OF OFFICIAL ACTIONS AND CRIMINAL JUSTICE RECORDS AND INFORMATION FOR THE PURPOSE OF SOLICITING BUSINESS FOR PECUNIARY GAIN.**

**I ALSO UNDERSTAND ANY BOOKING PHOTOGRAPHS OBTAINED WITH THE REQUEST WILL NOT BE PLACED IN A PUBLICATION OR POSTED TO A WEBSITE THAT REQUIRES THE PAYMENT OF A FEE OR OTHER EXCHANGE FOR PECUNIARY GAIN IN ORDER TO REMOVE OR DELETE THE BOOKING PHOTOGRAPH FROM THE PUBLICATION OR WEBSITE.**

**I HEREBY SWEAR AND AFFIRM THAT THE RECORDS I OBTAIN FROM THE ADAMS COUNTY SHERIFF'S OFFICE AS A RESULT OF THIS OPEN RECORDS REQUEST SHALL NOT BE USED FOR THE DIRECT SOLICITATION OF BUSINESS FOR PECUNIARY GAIN.**

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

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.