



SHERIFF

ADAMS COUNTY

SHERIFF GENE R. CLAPS

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

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

Adams County is committed to digital accessibility. If you require the requested records in a specific accessible format, please let us know and we will work to accommodate your request. If a specific requested accommodation or modification cannot be provided, the County will work with you to provide an alternative accommodation or modification.