



Records Request Form

Bring or Mail this request to:
Logan County Sheriff's Office
110 Riverview Rd Rm 116
Sterling, CO 80751
Phone: 970-522-2578 Fax: 970-522-7574

- *Search Fee: \$5.00 - First Hour { }Mail { }Pick Up
- *A fee of \$30 per hour will be charged for staff time when the records requests requires more than one hour of researching or retrieving records
- *Cost per page: \$0.25
- *Allow (3) business days for records retrieval – Some exceptions may apply

Requestor's Name: _____

Address: _____ Phone: _____

Search Information

Nature of Request: _____

Incident Type: _____ Date/Time of Incident: _____

Location of Incident: _____

Person the Report Involves: _____

Other Identifying Information: _____

CRS Sec. 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 and the names, addresses, telephone numbers, and other 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. Any person requesting a booking photograph is affirming that the photograph obtained from the custodian will not be placed in a publication or posted on a web site that requires a payment of a fee or other exchange for pecuniary gain in order to remove or delete the booking photograph from publication or web site. I affirm that I shall not use the requested for direct solicitation of business for pecuniary gain and acknowledge that such violation is a Class 3 Misdemeanor under Colorado Revised Statue 24-72-309.

Requestor's Signature: _____ **Date of Request:** _____