

Obtaining Copies of Records

This includes criminal reports, mug photos and traffic reports (citations/tickets, accident reports, DUI reports, etc) all of which were reports taken by the Elbert County Sheriff's Office.

The Elbert County Sheriff's Office follows the Colorado Criminal Justice Records Act, to include all applicable Colorado Revised Statutes, when releasing our criminal justice records and Elbert County Sheriff's Office policies. There may be instances that you will be referred to either the District Attorney to file a motion for discovery or to the Courts for information that we are not able to provide.

In order to request a copy of a report you must first fill out and sign a records request form. A request form can be obtained in several different ways: call us at 303-621-2027 during regular business hours and we will fax you a form, you may request that we mail you a form, or come into our office located at 751 Ute Ave in Kiowa, Colorado 80117.

Upon submitting your request form a nonrefundable research fee of \$10.00 (resolution 09-16) must be paid to the Elbert County Sheriff's Office. Once we have your form and research fee we will research whether or not the report/information that you need is releasable by the Sheriff's Office. We will call you to let you know how much the report will cost. You are then required to either mail in payment or come in to make payment before we will release the report to you.

How to Submit a Record Request

By E-mail: If you e-mail your request to sorecords@elbertcounty-co.gov you will need to send in your \$10.00 research fee in order for us to process your request. Once the research fee has been received we will process your request. We will call you once we know if the report you are requesting is releasable and how much it will cost. You are then required to either mail in payment or come in to make payment before we will release the report to you.

By Fax: If you fax in your request you will need to send in your \$10.00 research fee in order for us to process your request. Once the research fee has been received we will process your request. We will call you once we know if the report you are requesting is releasable and how much it will cost. You are then required to either mail in payment or come in to make payment before we will release the report to you.

By Mail: If you mail in your request form and you do not mail in the research fee of \$10.00 with the form we will return your request to you with an explanation of why it is being returned. Once the research fee has been received we will process your request. We will call you once we know if the report you are requesting is releasable and how much it will cost. You are then required to either mail in payment or come in to make payment before we will release the report to you.

In Person: If you come into our office, in most cases, we will process your request while you wait. Upon submitting your request form a research fee of \$10.00 must be paid to the Elbert County Sheriff's Office. If it is a complicated request, a request that will take a lot of time to process and/or if the report is stored off-site we may require the 72 hours allowed by law to process your request. In any event we will do our very best to process your request in a very timely manner.

Fees for Copies of Records

Request for Records

\$10.00 nonrefundable research fee

\$.25 per page (1-25 pages)

Records Check, Address Activity, CFS (Calls for Service)

\$7.50 Retrieval and Redaction Fee (25-50 pages) + research fee

\$30.00 per hour (1st hour free) Retrieval and Redaction Fee (50 + pages) + research fee

\$5.00 Clearance Letter (Adoption/International travel) local level only

Copy of Dispatch Recordings

\$25.00 (per case/incident)

\$10.00 (additional copy)

Mug Photo

\$7.00 search fee and photo

\$2.00 each additional photo