

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: go to elbertcountysheriff.com, call us at 303-621-2027 during regular business hours and we will fax you a form, you may also request that we mail you a form, or come into our office located at 751 Ute Ave in Kiowa, Colorado 80117.

Once your form has been received the records department staff 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. In some instances you may be required to submit a deposit for requests that require more than 1 hour of staff time to complete, and/or a large volume of copies.

How to Submit a Record Request

By E-mail: E-mail your request to:
sorecords@elbertcounty-co.gov

By Fax: Fax your request to:
303-621-2055

By Mail: Mail your request to:
Elbert County Sheriff's Office
Records
PO Box 486
Kiowa, Colorado 80117

In Person: Bring your request to:
Elbert County Sheriff's Office
751 Ute Ave.
Kiowa, Colorado 80117

If you come into our office, in some cases, we will process your request while you wait. 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

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

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

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

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

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

\$5.00 per 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