



Bruce Newman Sheriff

Huerfano County Sheriff's Office
500 S. Albert Walsenburg, CO 81089
ORI CO0280000
Request for Release of Records Information



Requested by, Driver's License Number, Address, Telephone, Fax, City, State, Zip, Would you like your report mailed or faxed to you? Mailed, Faxed

Case Number (if known), Type of Incident, Date and Time of Report, Location of Incident

I am the: Victim, Domestic Violence, Parent/Guardian, Suspect/Arrested Person, Attorney Representing, Witness, Insurance Representative for, Driver, Owner of Vehicle/Property, Passenger, Other (Specify), Request for Police Records, Other Requests, Note: \$25 per each CD or Photo set downloaded.

Provide Specific Information for Search:

I declare under penalty of perjury that the information indicated above is true and correct and I am the party of interest. Signature, Date

You can pay in person with cash or with a money order or cashier's check. Your payment will be posted the same day. Make the money order or cashier's check payable to: Huerfano County Sheriff's Office. No personal checks accepted.

For Department Use Only: Received By, Date, Request Approved/Denied By, Date, Fee Paid \$, Paid By: Cash, CC, MO, Date Mailed/Faxed



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Request for Copy of Report

The Huerfano County Sheriff's Office releases copies of all reports by mail or fax only. Please read the instructions below and complete the application on the reverse side of this form. If all sections are not completed, your request will be denied. Any notarized letters, signed waivers by clients, etc. must be attached. Reports requested on behalf of a business should include documentation that the requester is entitled to receive the report.

Report requests are processed in 10 working days upon receipt. Please note that there is an internal approval process and Reports are not available for release until this process is completed. Requests may be submitted by mail, dropped off at the Sheriff's Office, or by fax.

The fee is \$5.00 for reports and \$25.00 for photos (per CD or report). Payment may be made by cash, cashiers check or Money order. Please make checks payable to the Huerfano County Sheriff's Office. Please do not mail cash. All requests will be reviewed and you will receive your report or notification of denial within 10 working days from the date your request is Received, plus mailing time. Payments are processed at the time of request approval.

Mailing Address: Huerfano County Sheriff's Office
Attn: Records
500 S. Albert
Walsenburg, CO 81089

Telephone (719) 738-1600
Fax (719)738-3676

The Records Office is open from 8:00 AM to 4:00 PM, Monday through Thursday and 8:00 AM to 12:00 PM on Friday. If you have any questions, please contact the Records Office at the above listed number.