



**JEFFERSON COUNTY SHERIFF'S OFFICE**  
**APPLICATION FOR CRIMINAL JUSTICE RECORDS**  
**RECORDS UNIT 303-271-5542 FAX 303-271-5552**  
**200 Jefferson County Parkway, Golden, CO 80401 Attn: Records**

Reply may take up to three working days. Please allow adequate time for processing and mailing.

PURPOSE FOR THE REQUEST: Please check one of the following:

- MUG SHOT**  
NAME \_\_\_\_\_ DOB \_\_\_\_\_ JCID # \_\_\_\_\_  
NAME \_\_\_\_\_ DOB \_\_\_\_\_ JCID # \_\_\_\_\_
- BACKGROUND CHECK** (ARREST AND SUMMONS INFORMATION BASED ON SHERIFF'S RECORDS ONLY)  
NAME \_\_\_\_\_ DOB \_\_\_\_\_
- POLICE REPORT** CASE # \_\_\_\_\_ OR  
NAME \_\_\_\_\_ DOB \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(Reporting Party or person listed in report)  
NATURE OF CALL \_\_\_\_\_ DATE OF OFFENSE \_\_\_\_\_
- LOCATION SEARCH (Unincorporated Jefferson County only)**  
ADDRESS \_\_\_\_\_  
TIMEFRAME (DATES) REQUESTED: \_\_\_\_\_
- OTHER:** \_\_\_\_\_  
(In/Out dates, Columbine documents, Sex Offender Lists, etc )

**PER COLORADO REVISED STATUTE 24-72-305.5 ACCESS TO RECORDS/DENIAL BY CUSTODIAN  
USE OF RECORDS TO OBTAIN INFORMATION FOR SOLICITATION**

**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 (MONETARY GAIN).**

I, \_\_\_\_\_ ACKNOWLEDGE AND UNDERSTAND the above statement and I am not requesting this information for the solicitation of business for pecuniary gain.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**City, State Zip** \_\_\_\_\_ **FAX #** \_\_\_\_\_

FOR INTERNAL USE ONLY

- REQUEST GRANTED** AUTHORIZED BY: \_\_\_\_\_  
 CASH  CHECK  MC/VISA AMOUNT \$ \_\_\_\_\_
- REQUEST DENIED** (Reason: \_\_\_\_\_)

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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**TO BE COMPLETED BY CUSTOMERS USING MASTER CARD OR VISA FOR FAX OR MAIL REQUESTS**

**CREDIT CARD NUMBER** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_

**SECURITY CODE** \_\_\_\_\_ **AUTHORIZED SIGNATURE** \_\_\_\_\_

(Last three digits that appear in signature panel on back of card)