



Fremont County Sheriff's Office

100 Justice Center Road, Canon City, Colorado 81212

Phone (719) 276-5521/ 5525 FAX (719) 276-5593

HOW TO REQUEST A COPY OF A REPORT:

To request a copy of a report you must submit a written request by:

- Downloading our Sheriff's Office Records Request Form, **OR**
- Submitting your own company letter or form to include the pecuniary statement pursuant to (C.R.S. 24-72-305.5) which must be signed, and
- Include a copy of your government issued photo identification, and the
- Appropriate fee or deposit.

***Please note:** We will not process any requests unless we receive a completed signed request form, photo identification (if applicable) and the appropriate fee or deposit. Any additional fees must be paid in full before the records will be released.

The completed request form may be mailed, faxed, e-mailed or filled out in person at the Fremont County Sheriff's Office, Administration Division.

TO SUBMIT YOUR REQUEST:

BY MAIL: Please contact our office at (719) 276-5521 or (719) 276-5525 prior to mailing your request, so we can determine the estimated cost of your report. ** Postage and mailing fees will apply for any records returned by mail.*

BY FAX: A records technician will contact you to confirm your request was received and notify you if additional information and/ or if fees are required. Please fax your request to (719)-276-5593 (Attn: Records).

BY EMAIL: Please contact our office at (719) 276-5521 or (719) 276-5525 to confirm someone is available to accept your email.

IN PERSON: Requester will need to submit a records request form during normal business hours.

*Email or faxed requests sent outside of normal business hours, or any day the office is officially closed will be considered received the following business day.