

Otero County Sheriff's Office  
Administration Division – Records Unit  
Incident Report Request  
222 E. 2<sup>nd</sup> Street    La Junta CO 81050

Date of Request: \_\_\_\_\_

OCSO Report #: \_\_\_\_\_

All requests for incident report information must be made to the records unit of the OTERO COUNTY SHERIFF'S OFFICE. A **non-refundable** fee of \$7.50 is required before research will begin on this request. This fee includes up to the first 10 pages of the incident report; \$.50 per page fee will be assessed for any additional pages of the incident report. OCSO also charges a research fee of \$20.00 for each incident, as well as a \$5.00/per item fee for picture files, video or audio recordings that need to be copied to disk. Any addition amounts owed, must be paid prior to the release of documents or disks. Payment must be made in the form of check, money order or cash.

Please fill in the information requested below as completely as possible.

Incomplete information may be insufficient for a successful retrieval of a requested incident report.

Party named in report:	Date of Birth	Social Security #
Physical Address of Party:	City/State/Zip	Phone Number
Date & Time of Incident:	Location of Incident:	
Nature of Incident:		
Name of Requestor:	Relationship to Party Named:	
Company/Agency:		
Company/Agency Address	City/State/Zip	Phone Number

CRS Sec 24-72-305.5 Access to records-denial by custodian – use of records to obtain information for solicitation. Records of official actions and criminal justice records and the names, addresses, telephone numbers and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. 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.

I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a Class 3 Misdemeanor under Colorado Revised Statute 24-72-309.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

Records Use Only						
Received by:	Date:	Initial Fee's Paid    YES    NO    WAIVED (Victim)				
Processed by:	Date:	Logged	Additional fees due		Amount Due	
		YES   NO	YES   NO	\$		
Released by:	Date:	# pages released:	CD or DVD copy	Mailed	Picked up by:	
			YES   NO	YES   NO		