



# SUMMIT COUNTY SHERIFF'S OFFICE

## Schedule of Fees



### Provision of Criminal Justice Records

### Criminal Justice Records - Research, Review, Production, Blurring and/ or Redaction Fees

The Summit County Sheriff's Office shall charge \$30.00 an hour for all staff time associated with locating and producing records per C.R.S. §24-72-306. The following fees will be charged for providing materials pursuant to the Colorado Children's Code Records and Information Act, C.R.S §19-1-302 and the Colorado Criminal Justice Records Act, C.R.S §24-72-301 *et seq.*

In addition, if the Record Custodian estimates that required Staff **time will likely exceed \$50.00, a deposit in the amount of the total estimated costs of time and material will be required before the request is processed.**

#### Printed Materials

Criminal Justice Record Search Fee* (Per hour, charged in ¼ hour increments)	\$30.00
First 10 pages printed (records/ photos)	\$7.50
Each additional page	\$.25
Any other materials (e.g. CDs, Thumb Drives)	\$1/GB, \$5.00/min

*\*All review, production, blurring and/or redaction time is additional.*

#### Agency Background or Records Check (SCSO only)

Background Checks (Summit County Sheriff Only)	\$25.00
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\* (Requires name & Date of Birth)

#### Photographs

Booking Photo/ Mug Shot	\$2.50
Printed Photo/ Screenshot with no report	\$2.50

*\*All review, production, blurring and/or redaction time is additional.*

#### Other Fees

Digital Audio, Video, Body Worn or Motor Vehicle Video (Per hour, charged in ¼ hour increments)	\$30.00
Postage (for all records)	\$5.00/min
Viewing of Jail Video (if permitted)	\$30.00
Convenience Fee for Credit Card Payment	3.5 %, \$3.50/min

*\*All review, production, blurring and/or redaction time is additional.*

#### Rights Afforded to VRA Victims

A victim of a Victims Right Act (VRA) crime has the right to receive one free copy of the initial/basic criminal report at the discretion of the Summit County Sheriff's Office. C.R.S. §24-4.1-302.5(b.9)  
*Any record processed and released beyond the initial/ basic criminal report subject to fees.*

#### Notice to Requestor

All requests for records must be submitted on the appropriate Summit County Sheriff's Office **Request for Criminal Justice Information Form**. Forms must be filled out completely, and the pecuniary gain statement (Section 4) must be signed per CRS 24-72-305.5.

The Summit County Sheriff's Office may redact, withhold, or waive fees for releasing of records in accordance with the Colorado Open Records Act and Colorado Law Enforcement Integrity Act. **A valid government issued form of identification will be required before processing all releases.**