

EL PASO COUNTY



COMMISSIONERS
MARK WALLER, CHAIR
LONGINOS GONZALEZ, JR., VICE- CHAIR

HOLLY WILLIAMS
STAN VANDERWERF
CAMI BREMER

DEPARTMENT OF HUMAN SERVICES
JULIE KROW
EXECUTIVE DIRECTOR

Department of Human Services **REQUEST FOR RECORDS**

Denni Penilla
Custodian of Records

First 20 pages \$5.00, after that it is \$0.25 per page

Today's Date: _____

In which format would you like to receive the records? Disc Hard Copy

Your Name: _____

Your DOB: _____ Your SSN: _____

Your Address: _____

Telephone Number: _____ Email Address: _____

Person You Are Requesting Records For and Your Relationship: _____

Name: _____ DOB/SSN _____

Name: _____ DOB/SSN _____

Please list the SPECIFIC and the EXACT information being requested (i.e. referral/case number (s), time frame of incident, etc.)

Please Note:

- If you are not a parent to the client, your request will not be processed until DHS is in receipt of a court order showing you have legal custody/guardianship or a valid release/power of attorney signed and notarized by a parent.
- The Custodian of Records will not release records or reports that were created by another agency (such as police reports and/or hospital records, etc.) and cannot speak to the existence of (or your entitlement to) additional records under C.R.S. § 24-72-201 et seq. and 24-72-301 et seq. You would need to contact the records custodians of those agencies to discern whether the records exist and your entitlement to them.

You may email your request (with a copy of your ID) to dhsrecordsroom@elpasoco.com
or fax to 719.444.5325

(Please note: The process may take up to 30 days.)

CITIZENS SERVICE CENTER
1675 W. GARDEN OF THE GODS RD. 3RD FL. COLORADO SPRINGS, CO 80907-9444
MAIN: (719)636-0000