

# EL PASO COUNTY



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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](mailto: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. 3<sup>RD</sup> FL. COLORADO SPRINGS, CO 80907-9444  
MAIN: (719)636-0000