

Date: \_\_\_\_\_

TO: Douglas County Sheriff's Office – Records Unit (303)-660-7545

FROM: \_\_\_\_\_  
(NAME: Last, First, MI)

SUBJ: Criminal History Check for Unincorporated Douglas County

Due to the fact that I'm not in the local area and/or I'm unable to come to your office in person for one of the following reasons (check all that apply):  Out of Country

Out of County \_\_\_\_\_ miles from your location

Medically/Physically unable to travel

I would like to request a criminal history check on myself. Listed below is my personal information and I understand that I must have my signature witnessed and notarized by a public notary. Additionally, I understand the Criminal History letter must be sent back to me by mail and cannot be faxed.

NAME: \_\_\_\_\_  
(LAST, FIRST & FULL MIDDLE)

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_ RACE: \_\_\_\_\_

SEX:  MALE  FEMALE SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER AND STATE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
FULL STREET INFORMATION

CITY STATE ZIP

PREVIOUS ADDRESSES IN COLORADO: \_\_\_\_\_

Note: Please include the following with this notarized request:

1. Copy of your driver's license (ENLARGED, LEGIBLE COPY WITH PHOTO)
2. \$10.00 check or money order payable to the Douglas County Sheriff's Office (must be a pre-printed check and from a US bank)
3. Self-addressed, self-stamped envelope

SIGNATURE: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE  
COUNTY OF \_\_\_\_\_, STATE OF \_\_\_\_\_ BY \_\_\_\_\_.

NOTARY

SEAL

ADDRESS/MY COMMISSION EXPIRES