



# Park County Sheriff's Office

## Sheriff Darrell Steward

1402 River View Dr. Cody, WY 82414  
Phone: 307-527-8700/307-754-8700  
Fax 307-527-8719/307-527-8708  
www.parkcountysheriff.net

### Fees for Services-Park County Sheriff's Office

Black and White Copies Single-sided - All documents, --letter (8.5"x11) \$.25 per page --legal (8.5"x14) \$.50 per page --tabloid (11"x17) \$1.00 per page.

Color Copies Single-sided, and/or Photo/Image - All documents, --letter (8.5"x11) \$.50 per page --legal (8.5"x14) \$1.00 per page --tabloid (11"x17) \$2.00 per page.

Notary Signature --\$2.00/Signature

Research Fee -- first 15 minutes \$0 anytime over 15 minutes--\$30.00 per hour.

Electronic Files (CDs, DVDs, external drives (up to 4gb), emailed PDFs) --\$5.00

### INFORMATION REQUESTED

I am requesting the Park County Sheriff's Office provide information in accordance with Wyoming State Statute 16-4-201, Public Records, Article 2.

Requesting Person's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Information Requested: \_\_\_\_\_

Request Reason: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Requesting Person's Signature: \_\_\_\_\_

#### -----Sheriff's Office Use Only-----

Submitted for Approval To: \_\_\_\_\_ Date: \_\_\_\_\_ Via: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Via: \_\_\_\_\_

Requesting Person Notified: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Due to Park County Sheriff's Office \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Released To: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_

By providing the required information on this form, it will allow the records department to get your request ready for pick up prior to your arrival at the Sheriff's Office. When your request is ready for you the Sheriff's Office will call you at the phone number listed to let you know it's available. You will be required to sign the form that was submitted electronically as proof of requestor and delivery.