

**EL PASO**

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DEPARTMENT OF HUMAN SERVICES  
JULIE KROW  
EXECUTIVE DIRECTOR

**REQUEST FOR RECORDS**

Denni Penilla  
Custodian of Records

**There may be a \$0.25 per page copy cost for paper copies or flat rate cost for a disk.**

Today's Date

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

Requestor's Name:

Address:

Telephone Number:      Email Address:

Case Name:

Client's DOB:

Client's SSN:

Your Relationship to Client:

**Please list the SPECIFIC information being requested (i.e. a copy of a referral, dates, 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 to [dhsrecordsroom@elpasoco.com](mailto:dhsrecordsroom@elpasoco.com) or fax to 719.444.5325

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

**PAYMENT IS REQUIRED BEFORE RECORDS WILL BE RELEASED. RECORDS CANNOT BE MAILED. THEY MUST BE PICKED UP AT THE FOLLOWING ADDRESS:**

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