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# Inmate Processing Fee

City and County of Denver  
Denver Sheriff Department  
Refund Request

Sheriff Dept Use Only	DPD / CIN
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To request a refund:

Complete the following information accurately. Include booking numbers, dates and court case numbers. Attach copies of appropriate paperwork and allow 30 days from receipt for processing your request. Incorrect or missing information may result in denial of your request.

Mailed completed form to:

Denver Sheriff Department – Finance  
P.O. Box 1108  
Denver, CO 80201

Full Name \_\_\_\_\_ DPD / CIN Number \_\_\_\_\_  
Reemit to Address \_\_\_\_\_ Birth Date \_\_\_\_\_  
Apt # \_\_\_\_\_ Phone Number \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Requestor Verification \_\_\_\_\_  
Date \_\_\_\_\_ Authorized Signature   x   \_\_\_\_\_

Booking Date	Booking Numbers(s)	Court Case Date	Court Case Number	County	Disposition

To make a payment. Purchase a money order payable to the Denver Sheriff Department and include your name and booking number. Personal checks are not accepted. Do not mail cash. Refund forms and information are available at [www.denvergov.org/sheriff](http://www.denvergov.org/sheriff).

Questions about the Inmate Processing Fee – call 720-865-3856

Colorado Revised Statute 30-1-104(n) authorizes jurisdictions to implement and collect a fee for the commitment and discharge of convicted prisoners. Any person convicted of any charge owes a \$30 Inmate Processing Fee. The fee is charged at the time of booking and an account summary with the balance due is given at the time of release. You may request a refund if all charges are dismissed or you are not guilty of all charges per arrest incident.

DSD Received Date Stamp
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Logged In / Number
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Accounting Approval / Amount / Check Number
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Posted
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