

Public Records Act Request



Public Records Act RCW 42.56.520. Within 5 business days of receiving a request the city must respond by acknowledging receipt of the request, providing an extension, or providing the information.

Section 1

Requester information:

Date _____ Your Name _____ Phone _____

Mailing Address _____ City/State _____ Zip _____

E-mail _____

* If the record concerns someone other than yourself, what is your relationship to the case (Parent, Guardian AdLitem, Attorney)

I am: the Victim

Other _____

Section 2

Material Being Requested:

Name of person involved: _____ Date of Birth: _____

Case No. : _____ Case No. Unknown Date of Incident: _____

Location of Incident: _____

Document Type Requested:

Type of Incident:

- Police Report
- Accident Report
- Photos

- Accident
- Assault
- Burglary
- Hit & Run
- Theft
- Welfare Check

Other _____

Other: _____

At Time of Release:

Sign: _____ Date: _____

Office Use:

Number of Pages _____ @ .15 cents = _____

Number of discs _____ @ \$8.00 = _____

Date Stamp

Received By: _____

Completed By: _____

Date Completed: _____