REQUEST FOR PUBLIC RECORDS  
Per Revised Code of Washington 42.56

Section 1 Completed by requester, or by employee receiving the request if generated otherwise
Section 2 Completed by Employee preparing request response.
Section 3 Completed by employee making notification to requester.

This completed for is an open public document and may be released to any requestor unless exempt by law.

**Section 1: Records Request**

<table>
<thead>
<tr>
<th>Name of Requestor:</th>
<th>Phone:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
<td>State: Zip:</td>
</tr>
</tbody>
</table>

To assist with record identification, please include case number or dates, type of incident, specific information sought, names of those involved, if known.

I wish to: □ Inspect   □ Receive a copy of the following record(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Request Made:

□ In Person
□ By Phone
□ By Fax
□ By Mail
□ By Email

Attach Request

Requestor Signature: Date:

**SECTION 2: Agency Response**

□ ALLOW ACCESS   Charges applied for copies over 30 pages.

□ DELETIONS DESCRIBED IN ATTACHED RESPONSE

□ DENY ACCESS

□ REFER TO PROSECUTOR (City 778-8290 or County 676-6784)

□ WE DO NOT HAVE THE RECORD(S)

TOTAL DUE $________

Employee Name and Number Preparing Response: Date:

**SECTION 3: Requester Notification**

<table>
<thead>
<tr>
<th>Name of Person Notified:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
</table>

Notification Made Via:

□ In Person   □ Phone    □ Fax    □ Mail   □ Email

Employee Name and Number Making Notification: