

Records Officer – City Clerk  
525 W Cota Street  
Shelton, WA  
Telephone: 360-432-5105

# Shelton Police Department Request for Public Records



**For City Use Only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**525 W Cota St  
Shelton, WA 98584  
(360) 432-5145 / FAX (360) 432-0537  
Police.Records@Sheltonwa.gov**

**Name of Requestor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Describe the record(s) you are requesting:**

\_\_\_\_\_  
\_\_\_\_\_

If known, the following information could be helpful in the search for records:

**CASE NUMBER:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_ **Type of Incident:** \_\_\_\_\_

**Names of Persons Involved:** \_\_\_\_\_

**To request records, please check appropriate box:**

- I would like copies of the records and will pick them up.
- I would like copies, but wish to be contacted first if the amount is over \$5.00.
- I would like copies mailed to the address above (I understand that postage is charged for mailing).
- I would like to inspect the records.
- Please fax to: \_\_\_\_\_
- I would like an electronic version (if possible) of the records on  CD  DVD or  e-mailed to me.

E-mail address: \_\_\_\_\_

*There is a \$10.00 charge for audio/video - tape, CD or DVD.*

By signing below I certify that the information I am requesting will not be used for commercial purposes as prohibited per RCW 42.56.260(8).

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

In accordance with RCW 42.56.520 additional time may be needed to locate and assemble the records, notify third persons, redact information containing material that is exempt from disclosure or obtain clarification from you regarding this request. Please be advised that failure to respond to the City's request for clarification shall relieve the City of its duty to respond to this request.

**Note: If your request results in a large volume of records being identified, RCW 42.56.120 allows the City to respond by releasing the records in installments.**

Request was satisfied on: \_\_\_\_\_ Date \_\_\_\_\_ # of pages \_\_\_\_\_ x .15 \_\_\_\_\_ Misc. Fees (postage, cd etc..) \_\_\_\_\_ = \$ \_\_\_\_\_ Amount Due

**Cash or Check Only**