



Public Records Request Form
(Reference: SOP 3300, Public Records Requests)

Requestor Information (Please Print)
Name: Previous Name(s):
Address: State: Zip Code:
Phone Number: E-mail Address:
Inspection Only: ___ Yes Copies Requested: ___ Yes Number of Copies:
Nature of the Request (Please Print)
Description:
Incident Date: Is request related to a previous request? ___ Yes ___ No
Is there a period of time relevant to the request? If yes, please stipulate:

I declare under penalty of perjury under the laws of the State of Washington that I do not intend to use any list of individuals that may be covered by this request for commercial purposes.

Requestor's Signature: _____ Date: _____ Time: _____

Request Disposition (Office Use Only)
Request received by: Date: Time:
Request Reviewed by (Printed Name & Title):
Request Status: [] Approved [] Denied [] Withheld Tracking #:
Comments, reason, and/or description of withheld documents:
Signature: Date: Time: