



POLICE RECORDS REQUEST

NOT ALL CRIMINAL RECORD INFORMATION IS DISCLOSABLE PER RCW 10.97.050

If you are requesting FULL criminal history information, it must be requested through the Washington State Patrol. They are located at: 3000 Pacific Ave. SE, Lacey, WA 98503, or online at <https://watch.wsp.wa.gov/>

PLEASE PRINT CLEARLY

Date of Request:	Requester Name:		
Mailing Address:			Contact Phone #:
City/State/Zip:		Email Address:	

PREFERRED FORMAT

- Prefer to receive copies (Refer to C.M.C. 2.10 for copy costs). When ready: Call Mail E-Mail
- Prefer to view the record only (No charge for viewing records by appointment)

I certify that the records or information obtained will not be used for any commercial purpose pursuant to R.C.W. 42.56.070(9).

Signature of Requester

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE (5) BUSINESS DAYS PURSUANT TO R.C.W. 42.56.520.

INCIDENT INFORMATION

Description of record(s) requested. Please specify your request by checking the appropriate box(es) below and adding detail in the space provided, if applicable, to help us locate the record(s) for you as quickly as possible. Failure to provide information sufficient to identify the record(s) may cause a delay.

Case/Ticket #:	Date/Time of Incident:	Location of Incident:
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Names of involved people:

DOCUMENTS REQUESTED:

- Incident and supplemental reports only Traffic Collision Report Other: *(Please specify below)*
- Report needed for Civil Redress pursuant to RCW 10.97.070(1) – *(Relationship to Incident):*

Additional Information:

FOR OFFICIAL USE ONLY – AGENCY RESPONSE – FOR OFFICIAL USE ONLY

GOV QA Request #	
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