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

Original must be returned to: City Clerk’s Office, PO Box 609, Centralia WA 98531

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)

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:

Names of involved people:

DOCUMENTS REQUESTED:

☐ Incident Report & Supplementals 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:

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.