



**SEDRO-WOOLLEY POLICE DEPARTMENT**

326 Metcalf Street  
 Sedro-Woolley, WA 98284  
 Phone: (360) 855-0111  
 Fax: (360) 855-0196

**DATE OF REQUEST:** \_\_\_\_\_  
**TRACKING NUMBER:** \_\_\_\_\_

**SEDRO-WOOLLEY POLICE DEPT.  
 REQUEST FOR PUBLIC RECORDS**

REQUESTED BY			
Name:	Email:		
Address:			
City, State, ZIP:	Phone:		
REQUESTED INFORMATION			
INCIDENT INFORMATION			
DATE OF INCIDENT:	TIME OF INCIDENT:	LOCATION:	
YOUR RELATIONSHIP TO INCIDENT:		PARTIES INVOLVED:	
INVESTIGATING OFFICER:	CASE NUMBER:		
<p><b>REQUESTER READ AND SIGN:</b>            I understand that if a list of individuals is provided me by the Sedro-Woolley Police Department, it will neither be used to promote the election of an official or promote or oppose a ballot proposition as prohibited by RCW 42.17.130 nor for commercial purposes or give or provide access to material to others for commercial purposes as prohibited by RCW 42.56.070(9). I further understand that requested records may be redacted in accordance with RCW 42.56.</p> <p>I understand that records will be mailed and/or available once full payment is received by Sedro-Woolley Police Department. Any overpayment will not be applied to future requests and will not be refunded. I understand that in lieu of purchasing the records, I may call ahead and schedule an appointment at the location the records are being collected and inspect them at no charge.</p> <p>Payments are made to the city Finance department and a receipt will be brought to the police department.</p> <p>I understand that any record not picked up within 14 days of being notified of its completion will be destroyed. I understand that payment may be requested in advance if a second request is made due to failing to pick up the record in the allotted time.</p>	<b>COMPLETED BY SWPD RECORDS COORDINATOR</b>		
	REPORT (first 5 pages free, addtl pages \$.15 each)	\$	
	PHOTOGRAPHS: \$5.00 charge on a disk	\$	
	AUDIO/VIDEO TAPES: \$5.00 charge on a disk	\$	
	SUBTOTAL:	\$	
	POSTAGE:	\$	
REQUESTER'S SIGNATURE	TOTAL DUE:	\$	