



**CITY OF PACIFIC**  
**POLICE DEPARTMENT**

John Calkins, Chief

**PUBLIC RECORDS REQUEST FORM**  
Chapter 42.56 RCW Public Records Act

CASE NUMBER \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_

LOCATION OF INCIDENT \_\_\_\_\_

TYPE OF INCIDENT \_\_\_\_\_ NAME OF PERSON(S) INVOLVED IN CASE \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_

BUSINESS (IF APPLICABLE) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

YOUR INVOLVEMENT IN CASE (i.e.: Driver, Victim, Defendant, Attorney, etc.) \_\_\_\_\_

PREFERRED DELIVERY:     FAX     PICK-UP     US MAIL

I agree to pay all charges pursuant to the City's fee schedule. If I have requested a list of names, I certify that the information obtained through this public disclosure will not be used for commercial purposes. RCW 42.56.070(9)

REQUESTOR'S SIGNATURE \_\_\_\_\_

CLERK \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

RECEIVED BY:     EMAIL     FAX     FRONT COUNTER     MAIL

**FOR OFFICIAL USE ONLY**

- NO IDENTIFIABLE RECORD LOCATED
- 5 DAY NOTIFICATION RCW 42.56.520    CLERK \_\_\_\_\_    DATE \_\_\_\_\_    HOW NOTIFIED \_\_\_\_\_
- RECORD APPROVED
- RECORD DENIED PURSUANT TO STATUTE \_\_\_\_\_
- PROVIDED COPY AT STATION    SIGNATURE \_\_\_\_\_    DATE \_\_\_\_\_
- MAILED BY USMAIL
- FAXED AND VERIFIED

AMOUNT CHARGED \_\_\_\_\_ PDR LOG # \_\_\_\_\_ FINAL RESPONSE: CLERK \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_