



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

Craig Schwartz, 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 \_\_\_\_\_

COLLISION REPORT \_\_\_\_\_ INCIDENT REPORT \_\_\_\_\_ OTHER \_\_\_\_\_

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** \_\_\_\_\_

**FOR OFFICIAL USE ONLY-PACIFIC POLICE DEPARTMENT RECORDS**

Requestor \_\_\_\_\_ Case # \_\_\_\_\_ Date \_\_\_\_\_  
Agency \_\_\_\_\_

The record you requested is subject to State Disclosure Law and may be redacted pursuant to the following:

**No Redactions**

- #1 RCW 10.97.70 Information has been provided to assist with civil redress.
- #2 RCW 42.56.050, 42.56.230 Personal Identifiers not of legitimate concern to the public (includes SSN).
- #3 RCW 42.56.240 Active police investigation. Request has been denied and request is closed.
- #4 RCW 42.56.240 (1) Record contains specific intelligence information the non-disclosure of which is essential to effective law enforcement.
- #5 RCW 42.56.240 (2) Complainant, witness or victim requested non-disclosure.
- #6 RCW 45.56.240 (5) Identifying information on child victims of sexual assault is prohibited.
- #7 RCW 10.97.050 Non-conviction data is protected under the Criminal Records Privacy Act.
- #8 RCW 13.50.050 Record contains confidential juvenile offense information.
- #9 RCW 13.50.100 Restricted/limited release of juvenile information not relating to the commission of a juvenile offense.
- #10 RCW 7.69A.030 (4) Child victim or witness information is restricted.
- #11 RCW 46.12.635(1) D.O.L. driver and/or registrations protected.
- #12 RCW 70.02.005, 42.56.230 & 42.56.360 Contains confidential medical information.
- #13 RCW 46.61.506 (7) BAC/Breathalyzer results available only to subject or his/her attorney.
- #14 RCW 42.56.070 (9) Public records obtained for commercial use is prohibited.
- #15 RCW 42.56.230 (4) Credit/Debit card #'s, electronic check #'s, & other financial information.
- #16 Other RCW: \_\_\_\_\_

If you believe the information furnished has been incorrectly redacted or is incomplete, you may file a written appeal. The appeal must include your name, address, a copy of the redacted document and a copy of this form along with a brief statement identifying the basis of the appeal.

Please mail to  
Pacific Police Department  
Attn: Records Department  
133 3<sup>rd</sup> Ave SE  
Pacific, WA 98047