



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 _____ EMAIL _____

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

PREFERRED DELIVERY: PICK-UP US MAIL EMAIL

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
- MAILED BY USMAIL
- EMAILED

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 3rd Ave SE
Pacific, WA 98047