



SNOHOMISH COUNTY SHERIFF'S OFFICE
PUBLIC DISCLOSURE UNIT
 3000 Rockefeller Ave., M/S 606
 Everett, WA 98201
 (425)388-3769 Fax (425)388-3939
Unit.SCSOPublicDisclosure@snoco.org

Date/Time Stamp

PUBLIC RECORDS REQUEST

Date: _____ Name: _____

Contact Phone #: _____ Email Address: _____

Mailing Address: _____ City: _____ State _____ Zip: _____

If you are an attorney or insurance company, please provide your client's name: _____

TIMELINE FOR PUBLIC DISCLOSURE UNIT RESPONSE

Within 5 business days after the receipt of a public records request, we will do one or more of the following:

1. Make the requested records available for inspection or delivery.
2. Acknowledge the receipt of request and provide an estimate of when requested records will be available.
3. Acknowledge the receipt of request and provide reasonable interpretation of an unclear request with an estimate of when requested records will be available.
4. Deny the request and cite the legal exemption(s).
5. Advise if the agency has no responsive records.

I AM REQUESTING THE FOLLOWING:

Report(s)

Case number, if known: _____

Date/time of incident: _____

Type of incident: _____

Location of incident: _____

Name(s) of involved parties with date(s) of birth, if known:

Responding officer(s): _____

Digital media, such as photos (if available)

Further description of media items requested:

Other Documents

Type(s) of document(s): _____

Other (please describe) _____

How would you like to receive your records?

Please select only one:

E-Mail – **Standard, unless otherwise noted**

Mail (fees may apply)

Pick-Up (fees may apply)

Please select a preferred format:

Email – **Standard, unless otherwise noted**

Paper copy*

Electronic media* (CD, DVD, USB)

Viewing only (Appointment required)

*Fees are charged per RCW 36.18.040. The fee for paper copies is \$0.15 per page. If a document contains 10 pages or less, there will be no charge. The fee for a CD is \$1.50. The fee for a DVD is \$1.60. The fee for a USB is \$7.00. Postage will be charged for records that are mailed. Other fees, such as scanning large documents, may be applied per published fee chart.

PDR #