

## **PUBLIC RECORDS REQUEST**

MEDICAL/FIRE/FIRE INVESTIGATION REPORTS FEE = \$3.00 FIRE PHOTOS/LOGS (LOADED ONTO CD ONLY) FEE = \$2.00 \*\*CASH OR CHECK ONLY\*\*

FEE RECEIVED YES NO TODAY'S DATE TIME OF REQUEST

PER RCW 42.56.520 WITHIN 5 BUSINESS DAYS OF RECEIVING A PUBLIC RECORD REQUEST, AN AGENCY MUST RESPOND BY: PROVIDING THE RECORD; ACKNOWLEDGING THAT THE REQUEST HAS BEEN RECEIVED, PROVIDING A REASONABLE ESTIMATE OF THE TIME THE AGENCY WILL HAVE THE RECORDS AVAILABLE; OR DENYING THE REQUEST

NAME (please print)	COMPANY NAME
ADDRESS	CITY/STATE/ZIP
E-MAIL	PHONE
PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE SPECIFIC AND INCLUDE AS MANY DETAILS AS POSSIBLE (DATES/NAMES/ADDRESS/TIME OF DAY/ETC.) TO ASSIST US IN LOCATING THE RECORDS FOR YOU AS QUICKLY AS POSSIBLE. FAILURE TO PROVIDE INFORMATION SUFFICIENT TO IDENTIFY THE RECORDS MAY CAUSE A DELAY.	
I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT I DO NOT INTEND TO  USE ANY LIST OF INDIVIDUALS THAT MAY BE COVERED BY THIS REQUEST FOR COMMERCIAL PURPOSES.  WHEN RECORDS ARE AVAILABLE:	
CALL ME WHEN READY TO BE PICKED UP	
E-MAIL ME WHEN COMPLETED (provide email address above. Payment must be received prior to records being emailed	
SIGNATURE	DATE
FOR OFFICE USE ONLY	
DATE	TIME
RECORDS	IF CONSENT IS NEEDED, NAME OF INDIVIDUAL
IF WITHHELD OR REDACTED, IDENTIFY THE EXEMPTION CONTAINED IN CHAPTER 42.56 RCW OR OTHER APPLICABLE STATUTE THAT AUTHORIZES THE WITHHOLDING OF RECORD OR PART OF RECORD.	

FOR QUESTIONS REGARDING REQUEST, CONTACT LAURI PERRY AT 253-946-7253 OR RECORDS@SOUTHKINGFIRE.ORG

IF WITHHELD OR REDACTED, EXPLAIN HOW EXEMPTION APPLIES TO RECORD WITHHELD

ADDITIONAL WITHHELD OR REDACTED INFORMATION