



POLICE DEPARTMENT
Request for Disclosure of
Public Records



Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Records Requested:(Supply as much identifying information as possible/may use back of page if needed.)

Type of Case: \_\_\_\_\_ Case # (if known): \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_ Your Involvement: \_\_\_\_\_

\_\_\_ I am requesting only to review documents
at this time.

\_\_\_ I request that copies of the identified
documents be made.

\*Review of records is without charge. Copies are currently at \$0.15 per standard copy; no charge for first 5 pages.

Purpose of request (Optional): \_\_\_\_\_

\_\_\_\_\_ I understand that per RCW 42.56.520, the City of Bonney Lake has five business days to respond to my request. If
the information will not be available within five business days, an estimated date of completion will be given.

\_\_\_\_\_ I understand that per RCW 42.56.120 the City of Bonney Lake will charge for copies of records; that the City may
require a deposit of up to 10% of the estimated charge at the time the request is submitted; and that full payment may be re-
quired prior to delivery of documents. In addition, per RCW 42.56.120, the City may provide records on a partial or installment
basis as they are assembled/readied for disclosure. In that event, I understand that the City may charge for each part of the
request as it is provided, and that if I do not claim or review any installment of records requested, the City is not obligated to
fulfill the balance of the request.

\_\_\_\_\_ I understand that my request may contain information that is exempt from disclosure pursuant to specific exemp-
tions contained in Ch.42.56 RCW or other statutes. If this should be the case, I understand I will be notified in writing.

THE FOLLOWING PROVISION APPLIES ONLY TO REQUESTS FOR LISTS OF INDIVIDUALS:

I understand that RCW 42.56.970(9) prohibits the City from disclosing lists of individuals requested for commercial purposes. I understand
that "commercial purposes" means use of the information requested to communicate with the individual(s) named in the record(s) for the
purpose of facilitating profit-expecting activity. I understand that the use of said records for commercial purposes may violate the rights of
the individuals named therein and may subject me to liability for such commercial use, by myself or others.

\_\_\_\_\_ I have read and understand the above statement and hereby declare, under penalty of perjury, that I am not requesting
lists of individuals for commercial purposes.

DEPARTMENT USE ONLY
DATE RECEIVED: \_\_\_\_\_ RESPONSE DUE: \_\_\_\_\_ FEE: \_\_\_\_\_
DATE CALLED: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_ DUE BY: \_\_\_\_\_