



# Request for Disclosure of Public Records



Date Received: \_\_\_\_\_

Tracking No.: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Agency: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
*Optional*

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Records requested:**

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

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

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

*Please describe the records you are requesting with any additional information that will help us locate the records for you as quickly as possible. If more space is needed, please attach pages or include additional details and information in your cover letter or email.*

**Response Requested:**

- I wish to discuss options for copying or reviewing records once an installment is available (before copies are made).
- I wish to make an appointment to review the records in person.
- I wish to receive copies/duplicates of the records. I understand that fees\* may be charged per [BLMC Chapter 3.90](#).

\* **Fees:** For a complete list of applicable fees see [BLMC Chapter 3.90](#). Postage/delivery services are charged at actual costs.  
 Black & White copies of general reports: First 5 page free; \$0.15 per page thereafter.  
 Black & White copies of collision reports: To insurance companies – \$5.00; to general public – no charge.  
 Copies of Photographs: Color copies – \$2.00 per page; digital copies on CD – \$1.00 per CD

**Acknowledgements:**

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 required 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 exemptions contained in RCW 42.56 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 42.56.070(9) prohibits the City from disclosing lists of individuals for commercial purposes; "commercial purposes" means use of information to communicate with 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. Therefore, I hereby declare, under penalty of perjury, that I am not requesting lists of individuals for commercial purposes. \_\_\_\_\_ Initial

\_\_\_\_\_  
**Signed** (Type name if submitting via email)

\_\_\_\_\_  
**Date**

**Return completed form to Attention: Bonney Lake Police – Records Clerks**

towerh@ci.bonney-lake.wa.us and  
amsbaughj@ci.bonney-lake.wa.us  
Mail: 18421 Veterans Memorial Dr E  
Bonney Lake, WA 98391  
Fax: (253) 863-2661

In Person: Public Safety Building  
18421 Veterans Memorial Dr E  
Bonney Lake, WA 98391  
Phone: (253) 863-2218

**For Department Use**

Response Due: \_\_\_\_\_  
Processed By: \_\_\_\_\_  
Date Closed: \_\_\_\_\_  
Pg/Doc Total: \_\_\_\_\_  
Fees Due: \_\_\_\_\_ Pd: \_\_\_\_\_