

HARVEY GJESDAL
SHERIFF

DON E. CULP
UNDERSHERIFF

MICHAEL R. WAGG
CHIEF CRIMINAL DEPUTY

KELLY A. SOLTWISCH
CHIEF CIVIL DEPUTY



DOUGLAS COUNTY SHERIFF

DEDICATION / COMMITMENT / SERVICE

Main Offices / Administration

110 N.E. 2ND STREET, SUITE 200
EAST WENATCHEE, WA. 98802
(509) 884-0941 / (509) 884-1125
FAX (509) 886-1045

Court House

POST OFFICE BOX 665
WATERVILLE, WA. 98858
(509) 745-8564
FAX (509) 745-8806

North District Sub-Station

POST OFFICE BOX 490
BRIDGEPORT, WA. 98813
(509) 686-3741
FAX (509) 686-4671

www.douglascountysheriff.org

REQUEST FOR PUBLIC RECORDS

Requestor's name: _____

Mailing Address: _____

_____ Phone Number or Message Number. _____ E-mail address

TYPE OF RECORD REQUESTED:

DCSO arrest record for self (\$15 fee) _____

Sex Offender Information. Person's name: _____

Copy of incident report(s) – type of offense or incident: _____

Date(s) of incident(s): _____ Location of Incident(s): _____

Person(s) involved: _____

Case number(s) and/or Deputy's name: _____

After the County retrieves the requested records, I request:

[] Inspection only [] Copy All [] Inspection, then copy selected pages

FEES: These fees were set to comply with Resolution 05-93, Douglas County Code Chapter 2.51.090(D).

Copies of Reports:

We will not charge for any copies under four (4) pages.

We will charge \$0.15 cents per page for all reports over three (3) pages.

Duplicate cassette tape or CD.....\$20.00

Duplicate VHS or 8mm (to VHS) tape.....\$20.00

Reproduced photos.....\$2.00 per page

All other fees are in accordance with RCW 36.18.040. See posted Sheriff's Fee Schedule.



- Mail, email, fax or deliver this form to East Wenatchee address.
- Be sure to enclose a **POSTAGE-PAID** envelope, **ADDRESSED TO YOURSELF**, for us to mail the report to you, as we will not incur the cost of postage.

DOUGLAS COUNTY SHERIFF'S OFFICE

Records Requests Information

1. Please fill out the attached request with as much specific detail as possible, so we are able to locate the specific record you need. When we receive your request, we will research our records and respond to you within five working days. During this time, laws will be researched and a determination will be made as to whether any of the information you have requested is exempt from disclosure.
2. Pursuant to RCW 42.56.520, public agencies have five business days to respond to requests. A response may include (1) the release of documents; (2) that the agency acknowledges receipt of the request and provides a reasonable time frame to respond to the request; or (3) the denial of the records.
3. Please be advised that due to the current volume of records requests and workloads, there is the potential for this request to take more than five business days. If so, this will serve as notification under RCW 42.56.520 (2) that our research may take as long as reasonably necessary to process.

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington, that the information obtained through this request will not be used for commercial purposes. I understand and acknowledge that Douglas County does not warrant the accuracy or completeness of information contained in public records or any data provided electronically.

I understand that the Criminal History Information provided by the Douglas County Sheriff's Office and released to my custody will not be released to any unauthorized persons pursuant to RCW 10.97, Washington State Criminal Records Privacy Act.

I have read, understand and agree to the above statements.

Signature: _____ Date: _____