

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 DISCLOSURE OF PUBLIC RECORDS

Mail, fax or deliver this form to the East Wenatchee office above OR email to recordstech@co.douglas.wa.us

SECTION A -- REQUESTOR / RECORDS REQUESTED INFORMATION			
Requestor Name:		Contact Phone number:	Email address:
Mailing address:		City:	State: Zip:
I wish to <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following specific record(s):		I prefer to receive the record in the following format: <input type="checkbox"/> paper copy (\$0.15 / B&W page) <input type="checkbox"/> written on CD (\$1.00 per CD) <input type="checkbox"/> email attachment (no charge)	
		Via the following method: <input type="checkbox"/> I will pick up <input type="checkbox"/> via mail to above address (Requestor pays mailing costs) <input type="checkbox"/> via fax (\$1.00 / page) to: _____	
If record(s) concern individual(s) other than requestor, please state name(s):		Limitation On Use For Commercial Purposes Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes	
Signature of Requestor:		Date of Request:	
SECTION B – FOR SHERIFF’S OFFICE USE ONLY			
Date received:	Request number:	Request received by:	
Request managed by:	Person(s) contacted for records, search strategy notes, request clarification notes:		
Five-Day Notice sent:			
Estimated completion date:			
Completion date:			
Person(s) notified:	Date:	Charge:	Waived: