



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 - \$.15 per page <input type="checkbox"/> DVD/CD - \$.25 each <input type="checkbox"/> Email attachment (no charge) <input type="checkbox"/> Documents required to be scanned and then provided in electronic format will be charged at paper copy charges Refer to Douglas County Code Chapter 2.51.090 for additional fees. The Public Disclosure Law requires that requests for access to records be responded to within five (5) business days by either providing the records or providing an estimate of time when the records will be available. All requests are subject to review by the Douglas County Prosecutor's Office.		
			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 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:		