**IMPORTANT:**

**In order to submit this form electronically, it must be completed and saved to your computer before sending it to the city as an email attachment.**

**After completing the form, save it to your computer then attach it to an email.**

**For police records return to:**

**Edmonds Police Department**

**250 5th AVE North**

**Edmonds, WA 98020**

**425.771.0200 (Phone)**

**425.771.0208 (Fax)**

**Email: policedisclosure@edmondswa.gov**

**For other city records return to:**

**Edmonds City Hall**

**121 5th AVE North**

**Edmonds, WA 98020**

**425.775.2525 (Phone)**

**425.771.0266 (Fax)**

**Email: prr@edmondswa.gov**

# CITY OF EDMONDS-Request for Public Records

Tracking No.

For police records return to:
**Edmonds Police Department**
250 5th AVE North
Edmonds, WA 98020
425.771.0200 (Phone)
425.771.0208 (Fax)
policedisclosure@edmondswa.gov

For other city records return to:
**Edmonds City Hall**
121 5th AVE North
Edmonds, WA 98020
425.775.2525 (Phone)
425.771.0266 (Fax)
prr@edmondswa.gov

Date of Request: _____

Requester Name: _____

Requester Address: _____
*Street* *Suite/Apt.*

_____
*City* *State* *Zip*

Email Address: _____

Phone Number: _____

Request Made: ☐ In Person ☐ In Writing ☐ Telephone ☐ Fax ☐ Email

How would you prefer to be notified when the records are available?
☐ In Writing ☐ Telephone ☐ Fax ☐ Email

**DESCRIPTION OF REQUEST:**
*Be specific and provide as much detail as possible; include address and owner of property; file name or number; time period; incident location and date; case number; any other names associated with your request; etc.):*

I agree to pay for any requested copies per the City's adopted fee schedule. Yes ☐

Is the information requested a **list of individuals** to be used for a mailing list for commercial purposes? Yes ☐ No ☐ If yes, please complete the additional form found on page 3.

*"Responses to requests for public records shall be made promptly by agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives. Within five business days of receiving a public record request, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives must respond by either (1) providing the record; (2) providing an internet address and link on the agency's web site to the specific records requested, except that if the requester notifies the agency that he or she cannot access the records through the internet, then the agency must provide copies of the record or allow the requester to view copies using an agency computer; (3) acknowledging that the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives has received the request and providing a reasonable estimate of the time the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives will require to respond to the request; or (4) denying the public record request. In acknowledging receipt of a public record request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency need not respond to it." RCW 42.56.520 (in part)*

## FOR OFFICIAL USE ONLY

**ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE (5) BUSINESS DAYS**

1. **Received** by:_____ Department: _____ Date:_____
2. **Forwarded** to:_____ Department: _____ Date:_____
3. **Email** research required: ☐ Yes ☐ No
4. Action taken:
   - ☐ Request granted.
   - ☐ Acknowledgment.
     Estimated response date provided. (See No. 4)
   - ☐ Record denied. (See Nos. 5 & 6)
   - ☐ Record withheld in part. (See Nos. 5 & 6)
5. Request forwarded to attorney for review: ☐ Yes Date Forwarded: _____
   ☐ No
6. Notification to requester of action taken: Date of Notification: _____
   - ☐ Request granted.
   - ☐ Need for additional time. How long? _____
   - ☐ Request denied.
   - ☐ Record withheld in part.
7. If additional time needed, explain why:

   _____
8. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial:

   _____
9. If request denied or record withheld in part, explain how the exemption applies to this record:

   _____

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**FEES**

0 - 5 copies free

Standard copy charge @ $.15 per page: $ _____

Other (Refer to current Records Index & Fee Schedule) $ _____

**TOTAL FEES DUE:** **$ _____**

Date Paid: _____ Receipt No. _____

**DOCUMENTS PROVIDED on** _____ ☐ **USPS Mail** ☐ **Email** ☐ **Picked Up**
*Date* *Please check one.*

*Note: This form must be completed <u>only</u> if the request is for a mailing list of individuals to be used for commercial purposes.*

## EDMONDS PUBLIC RECORDS ACCESS

## DECLARATION TO RELEASE PUBLIC RECORDS

_____
(NAME)

1. I have requested copies of the public records as described on page one (1) of this form.

2. I understand that Washington State law, RCW 42.56.070, prohibits the use of lists of individuals for commercial purposes.

3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.

4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for same for commercial purposes. I understand that I may be liable in either case.

5. I understand that "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.

6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.

7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

I acknowledge and affirm all statements in the above declaration. Yes ☐