



City of Lake Forest Park

Public Records Officer • 17425 Ballinger Way NE • Lake Forest Park, WA 98155
 Phone (206) 368-5440 • Fax (206) 364-6521 • email: ejahed@ci.lake-forest-park.wa.us

REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Sections C and D.

| SECTION A: FOR CITY USE ONLY |
|------------------------------|
| Date |
| Request Number |
| Department |
| Request Received By |

Section B – Requestor / Records Request Information – This completed form is an open public document and may be released to any requestor.

| | | | |
|-----------------|--|----------------|----------|
| Requestor Name: | Phone Number: | Email Address: | |
| Address: | City: | State: | ZIP: |
| I wish to | Review records at no charge Request photocopy of records (a) \$0.15 per imprint, (b) copies requiring outside copy services provided at cost, (c) accident and police reports \$5.00, (d) other sizes as set in the City of Lake Forest Park fee schedule* Request electronic copy of records (a) \$0.15 per scanned image, if records already available in electronic format, (b) records provided on disk \$10.00* | Request made | |
| | | in person | by fax |
| | | by mail | by email |

*See City of Lake Forest Park fee schedule for complete list of fees.

Describe the records you are requesting. Provide as much information as possible to assist staff in locating the records quickly. Examples: specific dates or date ranges, document titles, names, addresses, parcel numbers. Attach separate page, if necessary.
If you are requesting POLICE RECORDS, please also complete the Supplemental Page and Section B-1.

| | |
|--|---|
| If record(s) concern individual(s) other than requestor, please state name(s): | If this request is for a list of individuals, is the list to be used for commercial purposes? Yes No |
|--|---|

Section C – City of Lake Forest Park Response

FIVE-DAY RESPONSE ISSUED ON _____

ALLOW ACCESS Review / Copies

WE DO NOT HAVE THE RECORD(S) Search uncovered no responsive records (see City Clerk for additional details)
 Not City of LFP records Destroyed as per State retention requirements
 Other _____

DENY ACCESS see attached exemption log

REQUEST CLOSED ON _____

Section D – Requestor Notification of Records Status / Closure of Request

| | | |
|-------------------|---|-------------------------------|
| Person contacted: | Date: | Time: |
| by mail | by phone | Total due: _____ |
| in person | by email | Paid by: check no. _____ cash |
| Rev. 09/2015 | I made the City's final response as stated. Signature: _____ | |

**City of Lake Forest Park
Request for Public Records**

Supplemental Form B-1: Police Records

**To Be Completed in Addition to the Request for Public Records Form when
Requesting Police Records**

SECTION B-1

| |
|-----------------|
| Requestor Name: |
|-----------------|

INCIDENT INFORMATION:

| | |
|----------------------|----------------------|
| Date of Incident: | Time of Incident |
| Location of Incident | Incident/Case Number |
| | |

DESCRIPTION OF RECORD(S) REQUESTED. Please specify your request by checking the appropriate box(es):

Incident/Case Report

9-1-1 Call

Video

Follow-up Report

Accident Report

Other (please describe)