



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: public_records@ci.lake-forest-park.wa.us

REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS:

Requestor completes Section B (and B-1, if requesting Police Records) & returns to the Public Records Officer at address listed above.

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

Public Records Officer or designee completes Sections C and D.

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

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	1) Review records at no charge/appointment to review required, no hard copy included 2) Request photocopy of records (a) \$0.15 per imprint, (b) copies requiring outside copy services provided at cost, (c) accident reports \$5.00, (d) other sizes as set in the City of Lake Forest Park fee schedule* 3) Request electronic copy of paper records \$0.10 per scanned image converted from hard copy 4) Request electronic copy of records provided on CD/DVD/USB drive, actual cost plus postage, if mailed	Request made	
See City of Lake Forest Park fee schedule for complete list of fees. Charges may be combined to the extent more than one type of charge applies to copies responsive to a particular request.		in person	by fax
		by mail	by email

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 Section B-1 (supplemental page).

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
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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 in person by email	Total due: _____ Paid by: check no. _____ cash	
Rev. 04/2018	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 or Case Number

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

Incident Report

Case Report

9-1-1 Call

Video

Follow-up Report

Accident Report

Other (please describe)