

**EVERETT POLICE DEPARTMENT**  
**PUBLIC DISCLOSURE UNIT**  
3002 WETMORE AVENUE, EVERETT, WA 98201  
(425) 257-8539 ♦♦ FAX (425) 257-6505

# PUBLIC DISCLOSURE INFORMATION REQUEST

***Please read all instructions and reverse side before completing this document***

Requests to purchase incident reports, accident reports, criminal history records, and any other information are received at the Everett Police Department between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday and Saturday's from 8:00 a.m. until 12:00 noon, with the exception of holidays.

Date of request: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Involvement or Relationship to Incident: \_\_\_\_\_

*Pursuant to RCW 42.17, Washington State Public Disclosure Act, I hereby request to review the following documents maintained in the files of the Everett Police Department:*

Type of document: \_\_\_\_\_ Case number: \_\_\_\_\_

I am also requesting photos (if available)  YES  NO *(Please note additional cost)*

Date/time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Name(s) of parties involved: \_\_\_\_\_

**OR**

A listing of all dispatched 911 calls to the following address:  
*(PLEASE NOTE: WHEN REQUESTING A SEARCH OF AN APARTMENT, WE DO NOT HAVE THE ABILITY TO RESTRICT THIS SEARCH TO AN INDIVIDUAL APARTMENT...ONLY THE SPECIFIC COMPLEX)*

DATE RANGE: from \_\_\_\_\_ to \_\_\_\_\_  
*(HISTORY IS ONLY RETAINED FOR 1 YEAR IN COMPUTER, THEREFORE MAXIMUM REQUEST IS 1 YEAR'S TIME)*

***I UNDERSTAND THAT SECONDARY DISSEMINATION OF THIS INFORMATION RESPONSE IS PROHIBITED UNLESS IN COMPLIANCE WITH RCW 10.97.050 AND RCW 42.17.310***

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_



## EVERETT POLICE PERSONNEL USE ONLY

Specialist assisting citizen: \_\_\_\_\_ Date: \_\_\_\_\_

FEE AMOUNT TO BE COLLECTED UPON RELEASE: \$ \_\_\_\_\_

**IF YOU ARE MAKING A REQUEST VIA MAIL, COMPLETE THIS FORM IN ITS ENTIRETY AND MAIL BACK TO:**

EVERETT POLICE DEPARTMENT  
PUBLIC DISCLOSURE UNIT  
3002 WETMORE AVE.  
EVERETT, WA 98201

RCW 42.17.320 states responses will be made within five business days. Please read the RCW below that has been provided for you to explain this process in detail. **DUE TO THE VOLUME OF REQUESTS RECEIVED FIVE BUSINESS DAYS IS TO BE EXPECTED FOR A RESPONSE.**

RCW 42.17.320: PROMPT RESPONSES REQUIRED: Responses to request for public records shall be made promptly by agencies. Within five business days of receiving a public records request, an agency must respond by either (1) providing the record; (2) acknowledging that the agency has received the request and providing a reasonable estimate of the time the agency will require to respond to the request; or (3) denying the public record request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the 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. (excerpt from RCW 42.17.320)

**OUTLINED BELOW ARE THE FEES NECESSARY  
TO REIMBURSE THE CITY FOR YOUR REQUEST(S):**

- \$6.00..... Case report
- \$6.00..... Traffic accident reports (RCW 46.52.083 limits release of statements—no driver's statements to be released)
- \$.40 ea. .... Photographs (cost is actual cost to City for re-prints)
- \$2.00/disk..... Digital photographs on disk
- \$1.00/pg..... Digital photographs—thumbnails only
- \$10.00 ..... Records checks processed for person(s) with or without a criminal history
- \$10.00 ..... Clearance letter
- \$.25/pg..... Location / area / address inquiry by computer

***\*\*There are no monies collected unless your information is approved for release\*\****

**\*\*\*\* PLEASE NOTE \*\*\*\***

*Unless you have made your request via mail, you will need to return to the Everett Police Department to pick up any released documents.  
You may call ahead to ensure that your documents are ready by telephoning 425-257-8539*