

Records Officer – City Clerk  
525 W Cota Street  
Shelton, WA  
Telephone: 360-432-5103

# Shelton Police Department Request for Public Records



**For City Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**525 W Cota St  
Shelton, WA 98584  
(360) 432-5145 / FAX (360) 432-0537  
Police.Records@Sheltonwa.gov**

**Name of Requestor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Describe the record(s) you are requesting:**

\_\_\_\_\_

\_\_\_\_\_

If known, the following information could be helpful in the search for records:

**CASE NUMBER:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_ **Type of Incident:** \_\_\_\_\_

**Names of Persons Involved:** \_\_\_\_\_

**To request records, please check appropriate box:**

- I would like copies of the records and will pick them up.
- I would like copies, but wish to be contacted first if the amount is over \$5.00.
- I would like copies mailed to the address above (**I understand that postage is charged for mailing**).
- I would like to inspect the records.
- Please fax to: \_\_\_\_\_
- I would like an electronic version of the records on  CD  DVD  Thumb-drive or  e-mailed to me.  
E-mail address: \_\_\_\_\_

By signing below I certify that the information I am requesting will not be used for commercial purposes as prohibited per RCW 42.56.260(8).

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Request was satisfied on: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
Date # of pages Misc. Fees (postage, cd etc..) Amount Due

The City has completed its production of records in response to your request which was fulfilled and the request is now closed. Please contact the Shelton Police Public Records Officer (Sara Childers) if you have any questions or believe the City's response is incomplete. The Public Records Act has a one-year statute of limitations for filing suit, which has now started to run.

(Fees: Copies .15 per page, Scans .10 per page, CD/DVD \$10 per CD/DVD, Attachments .05 per 4 files, Gigabyte .10 per gigabyte)