



# RCW 42.56 – Public Records Act Public Records Request Form

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Preferred Method of Contact (phone or address or e-mail): \_\_\_\_\_

Record(s) Requested: Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

For police records: If the request is for police records please provide the case number, name(s) and/or the date, time and location of incident. City of Fife considers a police report to be the Officer’s narrative and any supplemental law enforcement narratives.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- See attached sheet with additional information
- I am requesting a collision report. Are you one of the parties involved, an attorney representing one of the involved parties, or an insurer of one of the involved parties?  YES  NO

**I would like to:**

- Inspect the records at no charge (I may request copies after inspection).
- Receive copies of the records after paying required copying charges.

I would like to receive:

- Paper copies
- Copies via e-mail/FTP download
- Copies on CD

If copies are requested, we will advise you of any costs in advance. We may require a 10% deposit before making copies (RCW 42.56.120). The fee schedule listing fees associated with copying or scanning records can be found at [www.cityoffife.org](http://www.cityoffife.org), in the City Clerk section.

Completed forms can be submitted in person at Fife City Hall – 5411, 23<sup>rd</sup> St. E, Fife, WA 98424, or electronically by e-mail to [cityclerk@cityoffife.org](mailto:cityclerk@cityoffife.org)

Payments for records can be made in person at City Hall with cash or check. Credit cards are accepted for payments exceeding \$5.

Local governments are not required to create new documents to comply with the Public Records Act. (WAC 44-14-04003)

Lists of individuals’ names cannot be used for commercial purposes, and the City is not authorized to provide them for such purposes. (RCW 42.56.070(9))

The Public Records Officer will respond to your request within five business days.

This form is a public record and will be released if responsive to a public records request.