



Wenatchee Police Department
140 S Mission St., Wenatchee, WA 98801
Records division (509) 888-4200
Fax (509) 888-4219

for WPD use only

DS# _____

Date completed: _____

Public Disclosure Request Form

Pursuant to RCW 42.56, Washington State Public Records Act, I request to review or receive a copy of records maintained by the Wenatchee Police Department and do assert my identity to be:

Name: _____ DOB: _____

Phone: _____ Email: _____

Mailing Address: _____

Briefly describe the information to be disclosed by the Wenatchee Police Department. Include as much information as you have available to help us narrow our search. (names, case number, date and time, location and type of report)

What is the purpose for the request of this information? Example: court, insurance, etc. (voluntary):

Signature: _____ Date _____

How would you like to receive your response? (please print clearly)

Mail

Email: _____

Call for Pickup

Other: _____

Per RCW 46.52.520 Prompt Response Required – Our agency has 5 business days to respond to a Public Records Request. This response may include a copy of the incident report or an estimation of additional time needed to complete the request, or a denial of the request.

Pursuant to RCW 42.56.120, a fee of .15 cents per page and fees for postage can be assessed to your request.