



**CITY OF POULSBO
PUBLIC RECORDS REQUEST FORM**

200 NE Moe Street * Poulsbo, Washington 98370

(360) 779-3901

cityclerks@cityofpoulsbo.com

For Police Records: Police-Admin@cityofpoulsbo.com

FOR CITY USE ONLY		PUBLIC RECORDS REQUEST NO:
Name (Please Print)		Date
Mailing Address (address, city, state, zip code)		
Telephone Number (include area code)	Email	
<i>Description of Records Requested</i>		
Title of Record		
Please describe the records you are requesting and any additional information that will help us locate them for you as quickly as possible. <u>For Police Records:</u> Please provide the case number, name(s), and/or the date, time and location of incident.		
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I would like to: <input type="checkbox"/> Inspect the records at no charge (I may request copies after inspection). <input type="checkbox"/> Receive copies of the records after paying required copying charges. * Some Police Records must be picked up in person with identification.		

A Signature Is Required To Process The Request

I certify that the list of individuals obtained through this request for public records will not be used for commercial purposes.

Signature

Print Name

For City Use Only

Public Records Provided

Date Received/Initials _____

Date Completed/Initials _____

_____ @ _____ per page = _____

Other fees (mailing) _____

_____ @ _____ per page = _____

Staff hours

Total Charges Due \$ _____

Dept: _____ Hours: _____

Dept: _____ Hours: _____

Event Tracking		
Event	Date	Initials
Department Request was Forwarded:		
Five-day notice sent Estimated Completion date:		
Follow-up letter sent (if needed):		
Installments Provided: #1 #2		
Requestor notified of completion by: <input type="checkbox"/> In person <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Other		
Records Provided to Requestor <input type="checkbox"/> Mail <input type="checkbox"/> Picked Up <input type="checkbox"/> E-mailed		

Action Taken

Records Provided. List documents provided: _____

Requested Documents Not Found

Documents or Portions of Documents Exempt (attach Exemption log)