



KALAMA POLICE DEPARTMENT
 PO Box 297
 535 N. 1st Street
 Kalama, WA 98625
 Phone: (360) 673-2165

REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS: Complete this form and present in person to the Records Clerk at the Kalama Police Department.
 Office hours are Monday, Wednesday, and Friday from 9am to 3:00pm. You may also mail, email, or fax the completed form to the Kalama Police Department – Records Clerk, PO Box 297, Kalama, WA 98625, fax 360-673-2144.
 Email requests may be submitted to records@kalamapolice.com.

Requested By		
Name (Last, First, Middle)	Date of Birth	Date Requested
Mailing Address	Telephone Number	
City	State	Zip Code
Relationship with Involved Subject	Email Address	

Incident Information			
Please specify your request by filling in and checking the appropriate box(es) below and any additional information that will help us locate the record(s) for you as quickly as possible. Failure to provide information sufficient to identify the record(s), may cause delay.			
Case/Incident #	Date of Incident	Time of Incident	Address or Location
<input type="checkbox"/> Police Report	<input type="checkbox"/> CAD Incident Log	<input type="checkbox"/> Accident Report	<input type="checkbox"/> Other:
Subject's Name			Subject's Date of Birth
Additional Information			

How would you like to receive the record(s)?	
<input type="checkbox"/> Emailed to:	<input type="checkbox"/> Paper Copy (\$0.15 per page) <input type="checkbox"/> Review in Person <input type="checkbox"/> Via USPS Mail (\$0.15 per page + postage cost)
The release of information is subject to Washington State Law and may not be available for public disclosure and as such may not be available to you. If information is not disclosed to you, you are entitled to an explanation by law within five (5) business days (RCW 42.17). Some information may be withheld in a report to protect victims and witnesses and as such is mandated by Washington State law that details not be disclosed. Please also be advised records are subject to copying fees and are released to public records dissemination statutes, including RCW 10.97; 13.50; 42.56; 46.52.	
Requestor's Signature	Date

POLICE DEPARTMENT USE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chief's Signature	Date
Date Records Sent	Records Sent	