



CITY OF BOTHELL
 18415 – 101 Avenue NE • Bothell, WA 98011
 Phone (425) 806 -6150 • Fax (425) 806-6127
PublicRecords@bothellwa.gov

FOR CITY USE ONLY	
DATE RECEIVED:	
REQUEST #:	
RECEIVED BY:	
FORWARDED TO:	
5 DAY LETTER :	

REQUEST FOR PUBLIC RECORDS

RCW 42.56 and [Bothell Public Records Disclosure Policy](#)

This request must describe an identifiable record. The City is not required to create a new record to comply with the Public Records Act.

Records Request: This form is not intended for general inquiries or information requests. Information provided on this form may be subject to public disclosure.

Name:	Representing:	Phone:	Date of Request:
Address:	City:	State:	Zip:
		Email Address:	

Describe the record(s) you are requesting. Please provide as much information as possible to assist staff in locating the records quickly. Examples: specific dates or date ranges, document titles, names, addresses, parcel numbers. Attach separate page, if necessary.

For Police Records, provide the following:

Case Number:
 Name(s) and/or date(s) of birth of parties involved:
 Date, Time and Location of Incident:

*** For As-Built/As-Designed Building or Engineering Plans:**

Water Sewer Storm Drain Street Building Other _____

**If sensitive electronic or mapped data is being requested, the Supplemental Request for GIS Records form is also required*

FEES - per Resolution 1331 (2015), effective 01/01/2016

Paper Copies: \$0.15 per page, up to 11x17 **Large Format Copies:** 12x18 = \$1.25; 18x24 = \$1.50; 24x36 = \$3.00; 36x48 = \$6.00
Electronic Records copied onto CD: \$7.00 per disc **Pass-Through Costs:** actual cost of duplication if not performed by the City
Electronic Records copied on DVD: \$10.00 per disc **Fire Incident/Investigation and/or Medical reports:** \$15.00 each
Police Audio/Video Recording: \$17.00 each **Police Reports:** \$4.00 (5 pages or less), \$4.00 plus \$.15 page (6 pages or more)

Payment Options: Cash, Check, Visa or Master Card

I wish to make an appointment to **review** the records at no cost. I may request copies at the cost established in the City's fee schedule.
 I wish to receive **copies** of the records. I am willing to pay up to \$_____ at the cost established in the City's fee schedule. Please contact me if the charges will exceed this amount.

If records are available **electronically**, I wish to receive them: via email, if file size allows on disc, per fee resolution

Please note: The City is not required to create a new record to comply with the Public Records Act. Digitization of records is at the City's discretion where such digitization does not adversely impact normal and essential operations of the City.

Initials: _____ If I have requested a list of names, I certify that the information obtained through this public records request will not be used for commercial purposes. RCW 42.56.070(9)

Signature of Requestor _____ **Date:** _____

Internal Use Only

No copies made No cost, records emailed Paper copies made \$ _____ CD/DVD \$ _____
 Date Completed _____ Receipt Number _____ Time spent on request _____