

**REDMOND POLICE DEPARTMENT**

8701 160<sup>th</sup> Ave NE / MS: PSPDR  
Redmond, WA 98052 (425) 556-2600  
Fax: (425) 556-2573 or (425) 556-2540

**POLICE RECORDS REQUEST**

**Requestor's Name:** \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Today's Date Requestor's Date of Birth (\_\_\_\_\_) Phone (Daytime)

\_\_\_\_\_  
Requestor's Mailing Address City State Zip

Case Number: \_\_\_\_\_  Case Number unknown

Please provide date, time, and location of the incident, as well as any other information, including names of persons involved. Failure to provide information sufficient to search/identify the records may result in denial of the request:

**Record Requested:**

- Police Report
- Traffic Accident report
- Other (Specify)

*\*Please use a separate page if you require more space:*

**Request Description:** \_\_\_\_\_


**Your Relationship to the Case:**

- Driver  Defendant  Passenger  Insurer of Involved Party
- Legal Guardian  Victim  Vehicle owner  Attorney of Involved Party
- Parent of Minor (under 18)  Witness  Property owner
- Person injured in accident  Civil Redress  Other \_\_\_\_\_

**Choose one:**

- I wish to pick-up the records. When the copies are ready, one phone call/message will be made to the number listed above. Then, if it is not picked up within two weeks, it will be destroyed and you will need to resubmit a request.
- Please mail the copies to the above address. When the copies are ready to mail, we will contact you by phone to inform you of the fee. The payment must be received before copies are mailed.

*"I understand that the records I request are subject to State Disclosure Law and not all criminal record information is disclosable per RCW 10.97.050, 42.52.080 and 46.52.083. There is a fee for case copies. I understand that requests are processed in the order received. In accordance with RCW 42.56.520 we will respond within five (5) business days. "Respond" is defined as sending the copies requested or, due to the volume of requests or research time required, a letter stating that additional processing time is required. Per RCW 42.17.260(9) and 42.56.070 (9) our agency is not authorized to provide public records consisting of a list of individuals for commercial use."*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR POLICE USE ONLY:**

Received:

By: \_\_\_\_\_

- Pre-paid  Check/credit card payment: ID verified