



Chelan County Sheriff's Office  
401 Washington St., #1  
Wenatchee, WA 98801  
Records Division (509) 667-6875

**RECORDS REQUEST FORM**

Pursuant to RCW 42.17 Washington State Public records Disclosure Act, I request to review or receive a copy of records maintained by the Chelan County Sheriff's Office and do assert my identity to be:

Name of Requestor: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone number: \_\_\_\_\_

Incident No: \_\_\_\_\_ Incident Date: \_\_\_\_\_ Incident type: \_\_\_\_\_

Your relationship to Incident: \_\_\_\_\_ (Optional)  
Victim, Defendant, Parent, etc.

Any Additional information :

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How would you like to receive a response? (Please print information)

- Mail: \_\_\_\_\_
- Email: \_\_\_\_\_
- Call for pickup: \_\_\_\_\_
- Other: \_\_\_\_\_

Fifteen Cents per page is charged for requests that total 20 pages or more.

**Per RCW 42.56.520 Prompt Responses Required.**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

