



Chelan County Sheriff's Office
401 Washington St., #1
Wenatchee, WA 98801
Records Division (509) 667-6875
Email: sheriff.records@co.chelan.wa.us

PUBLIC 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: _____

List specific records you are requesting: _____

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

Names of individuals involved and/or any additional information:

How would you like to receive a response? (Please print clarifying 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: _____

