Vancouver Police Department
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

DATE:	**PHONE** ***(during normal business hours)*****:**	
NAME:		
COMPANY ***(if any)*****:**	EMAIL:	
ADDRESS:		
CITY:	**STATE:**	**ZIP CODE:**

RECORDS REQUESTED: *Please be as specific as possible when completing your public records request. We will be better able to process your request if you clearly identify the record(s) you are seeking. Your description of the record(s) must be reasonably and sufficiently identifiable to enable us to locate the record(s) you seek. If you can identify specific dates, locations, buildings, premises, topics, departments, or people involved, it will better assist us in the search for your requested record(s). The City has no duty to create a record, nor is the City obligated to compile information from various records so that the information is in a form that is more useful to the requestor.*

If available, please include a case number, the name(s) of those involved, the type of offense, the location and date(s) in your request. You may write on the back of this form or attach additional pages, if needed.

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HOW DO YOU WANT THE RECORDS PROVIDED? (Check one)

☐ **Email:** Receive electronic copies of the requested records when available.

☐ **Paper copies:** Mailed to the address above. Please note we do charge $.15 per page plus postage for standard copies and large format copies may be sent to an outside vendor for reproduction. A deposit may be required.

☐ **Inspection:** Inspect the requested records in person during normal office hours. At the time of inspection, you can make requests for paper copies of documents.

SIGNATURE: _____ **DATE:** _____

For your convenience you can submit your request online at cityofvancouver.us/records or hand deliver, mail, fax or email this form to:

Vancouver Police Department, NE 2800 Stapleton Rd., P.O. Box 1995, Vancouver, WA 98668-1995

Phone: 360-487-7398 | Fax: 360-695-3530 | Email: vpdpdr@cityofvancouver.us

Note that by emailing your request, you are certifying that any lists of individuals obtained through your request for public records will not be used for commercial purposes.