



CITY OF EDMONDS REQUEST FOR PUBLIC RECORDS

Complete and mail, fax, email or drop off at the appropriate city department.

Police Records:

Edmonds Police Department

250 5th Ave North

Edmonds, WA 98020

425.771.0208 (fax)

police.records@edmondswa.gov

City Hall Records:

Edmonds City Hall

121 5th Ave North

Edmonds, WA 98020

425.771.0266 (fax)

Municipal Court Records:

Do NOT use this form.

Contact the court directly at 425-771-0210

or visit their website.

PLEASE PRINT CLEARLY

Date of Request: _____

Phone Number: _____

Requester Name: _____

Requester Address: _____
Street Suite/Apt.

City State Zip

Email Address: _____

How would you prefer to be notified when the records are available? Telephone Fax Email**DESCRIPTION OF REQUEST:**

The City is required to respond to requests for identifiable public records. Please provide a detailed description of the identifiable record or class of records that you are requesting. For a definition of "identifiable record," please see the Washington Administrative Code - WAC 44-14-04002 and RCW 42.56.080.

Is the information requested a **list of individuals** to be used for a mailing list for commercial purposes? ___ Yes ___ No.
If yes, please complete the additional form found on page 2.

I understand that the record I am requesting is subject to State Disclosure Law. I also understand and agree that the City will charge for blueprints, maps, tape duplication, and copies.

Signature of RequesterRequest Made: In Person Telephone Fax Email

"Responses to requests for public records shall be made promptly by agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives. Within five business days of receiving a public record request, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives must respond by either (1) providing the record; (2) providing an internet address and link on the agency's web site to the specific records requested, except that if the requester notifies the agency that he or she cannot access the records through the internet, then the agency must provide copies of the record or allow the requester to view copies using an agency computer; (3) acknowledging that the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives has received the request and providing a reasonable estimate of the time the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives will require to respond to the request; or (4) denying the public record request. In acknowledging receipt of a public record request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency need not respond to it." RCW 42.56.520 (in part)

Note: This form needs to be completed only if the request is for a mailing list of individuals to be used for commercial purposes.

EDMONDS PUBLIC RECORDS ACCESS
DECLARATION TO RELEASE PUBLIC RECORDS

(PRINT NAME)

1. I have requested copies of the public records as described on page one (1) of this form.
2. I understand that Washington State law, RCW 42.56.070, prohibits the use of lists of individuals for commercial purposes.
3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.
4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for same for commercial purposes. I understand that I may be liable in either case.
5. I understand that “commercial purposes” means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.
6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.
7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

Signature