Department of Executive Services

**Official Request for Records**

**Records and Licensing Services Division**

206-263-1977 TTY Relay 711

PD.Requests@kingcounty.gov

To request records, please complete sections 1 and 2 and fax or mail this form to the following address:

King County Records and Licensing Services

500 Fourth Ave., Room 411

Seattle, WA 98104

Fax: **206-205-0715**

Completed forms also may be scanned and emailed to PD.Requests@kingcounty.gov. We will respond to your request within five (5) business days following the date of receipt, not including holidays, with an estimate of when we anticipate being able to provide the requested records. Information contained on this form is a public record subject to disclosure pursuant to RCW 42.56.

**1. Requestor information (please print):**

Requestor’s Name: Click to enter name

Address: Click to enter address City: Click to enter city ZIP: Click to enter ZIP

Phone: Click to enter phone Alt. Phone: Click to enter alt phone

Email: Click to enter email [ ]  You may send records to me by email.

**Please select ONE of the following:**

[ ]  I would like to inspect the records prior to copying. [ ]  Please send me copies of the records.

**NOTE:** Pursuant to RCW 42.56.070(8) & RCW 42.56.120, a charge of $0.15 per page for copies, $1.00 for CDs, and actual postage cost may apply and is due prior to provision of copies.

**2. Activity Information:**

Address: Click to enter address

 Party(s) Involved (First, Last): Click to enter name

Case Number: Click to enter case number Activity Date: Click to enter date

 Nature of Activity (e.g. barking, bite, etc.): Click to enter text

 **Please identify the records or documents you are requesting - Check all that apply:**

 **Animal Services**

 [ ]  Activity Report [ ]  Bite Report [ ]  Activity History [ ]  Photographs

 [ ]  Complaint [ ]  Kennel Records [ ]  Animal Medical History [ ]  Pet License

 [ ]  Notice of Violation [ ]  Quarantine Notice

 **Licensing**

[ ]  For Hire Application [ ]  Process Server Application

[ ]  Other (Please Specify): Click to enter text

 **NOTE: RCW 42.56.070 prohibits release of lists of individuals for commercial purposes.**

I certify that lists of individuals obtained through this request for public records will not be used for commercial purposes.

**Requestor’s Signature: Date:**