

FEES

Visit our website for fees related to
Public Records Act requests.

(Reference RCW 42.56.120)

www.kingcounty.gov/sheriff

KC Sheriff's Office Contract Partners

King County International Airport

Town of Beaux Arts

City of Burien

City of Carnation

City of Covington

City of Kenmore

City of Maple Valley

King County Metro

Muckleshoot Indian Tribe

City of Newcastle

City of Sammamish

City of SeaTac

City of Shoreline

Town of Skykomish

Sound Transit

City of Woodinville

If you don't live in unincorporated King County and your city isn't listed, you may visit the following to find out what agency you need to contact for records requests:

<http://gismaps.kingcounty.gov/parcelviewer2/>

Records Requests

Quick Reference

Traffic Collision Reports

(stand-alone accident reports)

Request reports at:

<https://fortress.wa.gov/wsp/wrecr/WSPCRS/>

WSP Technical Help:

Phone: 360-570-2355

Email: collisionrecords@wsp.wa.gov

King County Sheriff's Office

Public Disclosure Unit

(Incident Report, Statements, 911 calls, etc.)

Phone: 206-263-2103

Email: kcsodisclosure@kingcounty.gov

www.kingcounty.gov/sheriff

Questions?

Contact the Public Disclosure Unit

Phone: 206-263-2103

Email: KCSODisclosure@kingcounty.gov

Public Records Officer: Kimberly Petty

Brochure Update: 05/18/2018

Public Records Requests



Responding to Records Requests

Within **five (5)** business days (excluding holidays) after receiving your request, we will:

- Provide the record(s); **OR**
- Acknowledge your request and give you a reasonable estimate of how long it will take to respond; **OR**
- Deny the request in writing, stating the reasons for the denial (this could also include a denial of part of your request and a granting of the remainder).

Once the records have been collected, we will notify you of any copying charges. Visit our website for a list of fees associated to Public Records Act requests. We may require a 10 percent deposit. Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to anything withheld or redacted.

Requesting ACCIDENT Reports

If you were involved in an accident you may request the Traffic Collision Report from the Washington State Patrol at:

<https://fortress.wa.gov/wsp/wreocr/WSPCRS/>

Questions? Contact WSP at:

Phone: 360-570-2355

Email: collisionrecords@wsp.wa.gov

If you are seeking investigative records—or any other case related documents (incident report, statements, 911 calls, photos, etc.) you may make your request online at: www.kingcounty.gov/sheriff
Select “*Make Your Request Now*”

Inspecting Records

In addition to records being made available as copies, you may elect to inspect a record at *no charge*. The public disclosure process applies whether the records request is for copies or inspection.

Locations & Times

The best way to make a records request 24 hours a day, 7 days a week, is on our website: www.kingcounty.gov/sheriff . Select “*Make Your Request Now*”

Otherwise, records requests to the Public Disclosure Unit are also accepted in writing, by calling, via fax or asking for the records in person using the request form. Please be sure you submit a detailed description of your request.

King County Sheriff's Office
ATTN: **Public Disclosure Unit**
King County Courthouse
516 3rd Avenue, Room W-150
Seattle, WA 98104
KCSODisclosure@kingcounty.gov

Phone: 206-263-2103

Fax: 206-259-2823

Hours: 8:30 AM – 4:00 PM

Closed weekends & holidays