South King Fire & Rescue
31617 1st Ave S
Federal Way, WA 98003
Bus: 253-839-6234
Fax: 253-529-7205

REQUEST FOR PUBLIC RECORDS

(Route to District Secretary)

Medical/Fire/Fire Investigation Reports – Fee of $3.00
Fire photos/logs (loaded onto a CD only) Fee of $2.00
Cash or check only

Fee received: ☐ Yes ☐ No
Today's Date: _____
Time of Request: _____

Per RCW 42.56.520 Within five business days of receiving a public record request, an agency, must respond by either providing the record; or acknowledging that the agency, has received the request and providing a reasonable estimate of the time the agency will have the records available, or denying the public record request.

Name:		Phone:
Address:		
City:	State:	Zip:
Email Address (optional):		
Please describe below the records you are requesting, by being specific and include as many details as possible, i.e. dates, names, address, time of day and etc. to assist us in locating the records for you as quickly as possible. Failure to provide information sufficient to identify the records may cause a delay:		

I declare under penalty of perjury under the laws of the State of Washington that I do not intend to use any list of individuals that may be covered by this request for commercial purposes.

☐ Please call me when the records are ready to be picked-up.
☐ Please email me the records when they are completed, email address must be noted above and payment must be received prior to emailing any records.

Signature: _____

For Office Use Only:		
Date:	Time:	
☐ Request granted	☐ Record withheld	☐ Record withheld in part
If a consent is needed, name of individual:		
If withheld or redacted, identify the exemption contained in chapter 42.56 RCW or other applicable statute that authorizes the withholding of the record or part of record:		
If withheld or redacted, explain how the exemption applies to the record withheld:		

Signature: _____ Date: _____

If you have any questions about the request, please contact Lauri Perry at 253-946-7253 or lauri.perry@southkingfire.org

Copy given to requestor _____ (initials)