



Public Records Request

Request #: _____

City of Lake Forest Park PublicRecords@CityofLFP.gov

17425 Ballinger Way NE
Lake Forest Park, WA 98155

Phone: 206-368-5440 | FAX: 206-364-6521

This form is a public record and may be released to any requestor.

POLICE RECORDS

REQUESTOR DETAILS

Name:	Phone Number:	Email:
Address:	City, State:	Zip:

INCIDENT INFORMATION *Please provide as much information as you know to help staff locate your records.*

Date & Time of Incident:	Type of Incident:
Address of Incident:	Incident or Case Number:

DESCRIPTION OF RECORDS *Check all that apply.*

Incident Report
 Accident Report
 Case Report

Video: Body Worn Camera; DUI BAC room

All requests for Dispatch CAD logs, 911 and/or Radio Recordings *MUST* be submitted to NORCOM (www.norcom.org)

Other, please specify: *(attach separate page if needed)*

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If record(s) concern individual(s) other than requestor, state names:

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If this request is for a list of individuals, is the list to be used for commercial purposes? YES NO

HOW WOULD YOU LIKE TO RECEIVE YOUR RECORDS? PAPER COPIES ELECTRONIC COPIES (e-mail)

FEES SCHEDULE FOR COPIES *Complete fee schedule can be found on the city's website - cityoflfp.gov*

Accident Report (non-participants)	\$10.00
Printed Copies (including photos)	\$0.15/pg (B&W) \$1.00/pg (Color)
Scanning of physical documents	\$0.10/pg (8.5x11")
Audio/Video CD	\$10.00
Body worn camera recordings/footage	\$0.60/minute of staff review time