



# Public Records Request

Request #: \_\_\_\_\_

City of Lake Forest Park

[PublicRecords@CityofLFP.gov](mailto: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](http://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)

### FEE SCHEDULE FOR COPIES *Complete fee schedule can be found on the city's website - [cityoflfp.gov](http://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