

**Newport Police Department  
Request for Release of Records**

TODAY'S DATE	REPORT/CASE #
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REQUESTING COPIES

REQUESTING VIEWING

NOTE: We will respond within five business days of your request. We will acknowledge confirmation of receipt of your request, as well as provide a time estimate for completion. If clarification is needed or questions arise concerning your request, you will be notified accordingly. Reports are subject to copying fees (see posted fees), and are released pursuant to public records dissemination statutes, including RCW 10.97, 13.50, 42.56 and 46.52.

TYPE OF REPORT/DOCUMENTS REQUESTED

INCIDENT TYPE: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

OTHER DOCUMENTS BEING REQUESTED \_\_\_\_\_

COLLISION REPORTS ARE AVAILABLE FROM: <http://www.wsp.wa.gov/publications/collision.htm>

EXACT STREET ADDRESS OF INCIDENT

**NAMES OF INVOLVED PEOPLE**

NAME: LAST, FIRST MIDDLE (ALIAS)	RACE	SEX	DOB/AGE

CLIENT YOU REPRESENT (FOR ATTORNEY/INSURANCE USE ONLY)

E-MAIL ADDRESS

REQUESTED BY (Please Print):

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP) \_\_\_\_\_

I understand that Washington State law (RCW 42.56) prohibits the use of lists of individuals for commercial purposes. If applicable to this request, I hereby declare, under penalty of perjury pursuant to the laws of the State of Washington, that I will not use this Request for commercial purposes. If applicable, I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the information I am obtaining.

REQUESTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

VICTIM  SUSPECT  INSURANCE COMPANY  ATTORNEY  UNINVOLVED  OTHER \_\_\_\_\_

**FOR RECORDS USE ONLY**

REPORT DELETIONS MADE PURSUANT TO:  RCW 42.56.050  RCW 42.56.230  RCW 42.56.240

RCW 10.97  RCW 46.52  RCW 13.50  RCW 70.48.100  RCW 46.12.635  RCW 68.50.105

RCW 70.02.005 and HIPPA (45 CFR 164.502)  NO DELETIONS  Other

CLARIFIED REQUEST WITH:	DATE:	FEE QUOTE:	# OF PAGES:	BY EMPLOYEE:

5-DAY LETTER:	LOGGED:	LEGAL CHECK:
<small>INITIAL / DATE</small>	<small>INITIAL / DATE</small>	<small>INITIAL / DATE</small>

REDACTED:	FEE DUE LETTER:	PAYMENT RECEIVED:
<small>INITIAL / DATE</small>	<small>INITIAL / DATE</small>	<small>INITIAL / DATE</small>