



# Request for Public Records

Requestor Name	<i>last</i> <i>first</i> <i>mi</i>			Date	
Requestor Address					
Telephone			Alternate Phone		
Email				FAX	
Initial request made	<input type="checkbox"/> in person <input type="checkbox"/> in writing <input type="checkbox"/> telephone <input type="checkbox"/> fax <input type="checkbox"/> email				
How would you like to be notified when the records are available?	<input type="checkbox"/> in person <input type="checkbox"/> in writing <input type="checkbox"/> telephone <input type="checkbox"/> fax <input type="checkbox"/> email				
How would you like to view the records?	<input type="checkbox"/> I would like copies of the record/s <input type="checkbox"/> I would like to inspect the record/s in person				
Description of records requested. Please be as specific in type and scope of documents you are requesting. Include case numbers, persons involved, time periods, etc.					
Does the information requested include a list of individuals?	<input type="checkbox"/> yes <input type="checkbox"/> no		If yes, a <i>MCPD Declaration to Release List</i> must be signed before the list can be released.		
Fees. Documents 1 -5 pages in length – no charge. Documents exceeding five pages – 15¢ per page for all pages released. Other fees and postage may apply.					
Signature					

<i>For Mill Creek Police Department Use Only</i>					
Delivered via <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Emailed <input type="checkbox"/> Picked up					Date
Fees				Transaction Details	
Documents 1 – 5 pages in length - no charge					
Documents exceeding 5 pages - 15¢ per each page	# pages		x .15	\$	Employee ID #
postage				\$	Date
other fees				\$	Receipt #
Total Fees Due				\$	Total Payment Rcvd.