



# Request for Public Records

Case #	
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Requestor Name	<i>last</i> <i>first</i> <i>mi</i>	Date	
Requestor Address	<i>street address</i> <i>city</i> <i>state</i> <i>zip</i>		
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 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 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 to be used for commercial purposes?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, a <b>Declaration to Release List</b> must be signed before the list can be released.	
<b>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.</b>			
Signature			

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