

REQUEST FOR PUBLIC RECORDS UNDER RCW 42.56
SNOHOMISH COUNTY PROSECUTING ATTORNEY
Attention: Public Information & Records Specialists
3000 ROCKEFELLER AVE., M/S 504
EVERETT, WASHINGTON 98201
(425) 388-3333
(425) 388-3572 (fax)

Requestor Name: First: _____ MI: _____ Last: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ **Phone number** _____

If records pertain to you, provide: Date of Birth: _____ Case #: _____

Name of involved individual: First: _____ Middle: _____

Last: _____ Date of Birth: _____

Court and/or case number: _____

Description of records i.e; police report, charging documents, photos, etc. (**Please be as specific as possible in order to efficiently process your request. Requests for specific and/or easily identifiable documents are often able to be gathered quickly and sent out with our initial response**):

Does requested record contain a list of individuals?: Yes [] No []. If the answer is "yes", please complete the attached Form 2 before access to record requested can be allowed. (attach completed form 2 to request)

This Request is for Civil Redress Purposes []

DECLARATION TO RELEASE LIST OF INDIVIDUALS

STATE OF WASHINGTON)

SS

COUNTY OF SNOHOMISH)

Name of
Requester:

Address:

On oath says:

- 1. I have requested access to, or copies of, the following public records which include a list of individuals:

- 2. I understand that RCW 42.56.070(9) prohibits any public agency from giving, selling or providing access to lists of individuals for commercial purposes.
- 3. I understand that "commercial purposes" means that the list will be used for the purpose of facilitating profit-expecting activity.
- 4. I understand that the use of said records for commercial purposes may subject me to liability.
- 5. Note: Please cross out either a or b below, whichever does not apply:
 - a. I will not use, and, I will prevent others from using, said records for commercial purposes.
 - b. The list of individuals I request is for commercial purposes, but its inspection and copying is specifically authorized by law. (Identify such law: _____)

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: _____ (month/day/year) at _____ (city & state)

Signature: _____
Requester

Printed Name: _____

PRA Fee Schedule

This fee schedule applies to all requests submitted August 9, 2017, and later¹

<u>Paper copies</u>	15 cents per page
<u>Scanned copies</u>	10 cents per page
<u>Records uploaded to email, cloud-based storage, CD/DVD, or flash drive</u>	5 cents per every 4 electronic files
<u>Records transmitted in electronic format</u>	10 cents per gigabyte (GB)
<u>Digital Storage Media Device (CD/DVD, flashdrive)</u>	Actual Cost
<u>Envelope</u>	Actual Cost
<u>Postage</u>	Actual Cost
<u>Customized Service Charge</u>	When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency may charge the actual cost. The agency must notify the requestor that it will be doing a customized service and can require a 10 percent deposit.

<u>Examples:</u>	Installment contains	327 scanned pages x 10 cents per page	\$32.70
		79.84 MB	\$0.00
		68 electronic files / 4 = 17 x 5 cents	\$0.85
		CD w/ Sleeve and label	\$0.25
		Envelope	\$0.35
		Postage	\$3.15
		Total:	\$37.05
	Installment contains	200 emails / 4 = 50 x 5 cents	\$2.50
		116,329 KB	\$0.00
		Flashdrive	\$8.00
		Envelope	\$0.35
		Postage	\$3.15
		Total:	\$14.00

Snohomish County waives fees for production of records if production totals less than \$1. Production of records does not include actual cost of digital storage media device, envelope, and postage. Snohomish County always charges actual costs of digital storage media device, envelope, and postage (if applicable).

¹ Adopted by Snohomish County Council on August 9, 2017. See Emergency Ordinance 17-055