



Snohomish County 911
Request for Access to Public Records

The disclosure of Snohomish County 911 records will be governed by appropriate state and local regulations. Public records subject to disclosure may have identifiable details redacted to the extent necessary to prevent an unreasonable invasion of privacy. Any redactions made shall be explained in writing. The Revised Code of Washington (RCW) requires that Snohomish County 911 keep recordings of 911 communications for 90 (ninety) days. Please consider this when requesting audio recordings.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Date Requestor's Name

Requestor's Address

City, State & Zip Phone

E-mail Address

SPECIFIC RECORDS REQUESTED (Please supply as much information as possible):

Police/Fire Incident No.

Incident Date Incident Time

Type of Incident:

Involved Person(s) Names:

Location of Incident (Address or intersection, including the city):

Records Requested: 911 calls Radio Traffic CAD (computer-aided dispatch paper record)
 Other (Specify)

FEES (RCW 42.56.120) - Any applicable payment is due prior to final release of documents in any format. Accepted forms of payment: money order or business check. ** DO NOT SEND PAYMENT UNTIL DIRECTED BY SNOHOMISH COUNTY 911 **

<input type="checkbox"/> I prefer electronic copies: \$0.05 for every four files uploaded \$0.10 per gigabyte for the transmission of public records Charges under \$2.00 will be waived.	<input type="checkbox"/> I prefer hard copies (US mail or pick-up): \$3.50 for copies of audio recordings that are burned to a CD \$1.00 for additional CD's \$0.15 per page (no charge for less than 20 pages)
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Please mail, e-mail or fax this request to:

Snohomish County 911
ATTN: Sheila Betts, Records Officer
1121 SE Everett Mall Way, Suite 200
Everett, WA 98208

records@sno911.org
Fax: 425-407-3969

For Office Use Only	
Copies Prepared by: _____	Date Sent _____
Additional Information _____	
Total Charge _____	

Questions can be directed to our Records Officer at 425-407-3935, or by email to: records@sno911.org