

Public Records Request

Langley Police Department
PO Box 366
Langley, WA 98260
(360) 221-4433ph (360)221-4267 fx

Date: _____

Incident #: _____

Person Requesting Records

Name (Last, First/MI) _____ Date of Birth _____

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

Phone Number Residence _____ Cell _____

Email _____

Records Being Requested

Title of Records(s) _____

Date of Record(s) _____

Please select from the following:

Hard Copy

Electronic Copy

Visual Inspection

If the record concerns individual(s) other than requestor please explain:

Reason requested. Please describe relationship with incident.

Signature of Requestor: _____ **Date Requested** _____

AGENCY RESPONSE

ACCESS ALLOWED The applicable department has been notified and you may access the records.
(.15 CENTS / PAGE CHARGE)

ACCESS DENIED It's been determined that the records requested are exempt under the law for the following reasons.

NO RECORD FOUND Explanation: _____

UNLESS OTHERWISE NOTIFIED RESPONSE BY THIS AGENCY WILL BE MADE WITHIN FIVE (5) BUSINESS DAYS FROM DATE REQUESTED

Date Notified: _____ Notification Made By: _____

Officer's Signature / Pers# _____ Log Entry Date: _____