



CLARK COUNTY PROSECUTING ATTORNEY'S OFFICE

Request for Public Records

NAME OF REQUESTOR:	
EMAIL:	
ADDRESS:	
CITY, STATE, ZIP:	PHONE:

DESCRIPTION OF RECORDS REQUESTED: *Please be as specific as possible when completing your public records request. We will be better able to process your request if you clearly describe the record(s) you are seeking. Your description of the record(s) must be reasonably and sufficiently identifiable to enable us to locate the record(s) you seek. Providing specific dates, locations, case numbers, keywords, names of people involved will better assist us in the search for your requested record(s). The CCPAO has no duty to create a record, nor is the CCPAO obligated to compile information from various records into a new record. RCW 42.56.070(8) prohibits release of lists of individuals for commercial purposes.*

For criminal prosecution file requests, if available, please include the court case number, the name(s) of the defendant(s), victim(s), type of crime(s), date or year of crime(s). You may write on the back of this form or attach additional pages, if needed.

HOW DO YOU WANT TO RECEIVE THE RECORDS? (check one)

- Email: Receive electronic copies of the requested records when available.
- Paper copies: Mailed Pick up
- Inspection: Inspect the requested records in person by appointment.

Signature: _____ **Date:** _____

For your convenience, you can submit a request online at clark.wa.gov/prosecuting-attorney/public-records

or hand deliver, mail, fax or email this form to:

Clark County Prosecutor's Office, 1300 Franklin St., Suite 380 | PO Box 5000 | Vancouver WA 98666-5000
Telephone 564-397-2478 | Fax 564-397-2184

Per RCW 42.56.520, the CCPAO will respond to your request within 5 business days by either providing the requested record(s), providing an estimate of when records will be available, or denying the request with a written explanation of the reason for the denial. Records may be redacted in accordance with RCW 42.56 and other statutes.