



REQUEST FOR PUBLIC RECORDS

- Request for City Department Records
- Request for Walla Walla Police Records

Name of Requestor:	
Mailing Address: (include City, State and Zip Code)	
Phone Number:	
Email:	
Date:	

Description of requested documents: Author, recipient, title, and pertinent dates. If this request is for police records, please provide report number and description, including date, time, involved parties, and location of incident.	
(WWPD Requests) Report Number:	
<p style="color: red; text-align: center;"><b>The Walla Walla Police Dept search is limited to our Records Management System (LERMS) unless otherwise requested.</b></p> <p>I understand that Washington State law, RCW 42.56.070(9) prohibits the use of lists of individuals for commercial purposes and that the use for commercial purposes of these records may also violate the rights of the individuals named and may subject me to liability for such commercial use. I understand that "commercial purposes" means that the person requesting the record intends or permits the list to be used to communicate with the individuals named in the records for the purpose of facilitating profit-expecting activity.</p> <p>I do hereby swear and affirm on oath and under penalty of law that I will not use the requested records for commercial purposes and that I will prevent others from using the records for commercial purposes.</p>	
Signature:	

**Please indicate below how would you like to receive or view the records:**

- Inspect the records (no charge)
- Receive electronic copies via **email or shared folder** (May be subject to applicable fees)
- Receive paper copies via *(select one)*  **Mail**  **Pick Up** (May be subject to applicable fees)
- Receive electronic copies via *(select one)*  **Flash Drive**  **CD/DVD** (Actual costs may be charged)

**PLEASE SUBMIT THIS FORM TO:**

CITY DEPARTMENT RECORDS  
 ATTN: City Clerk  
 15 N 3<sup>RD</sup> AVE  
 WALLA WALLA, WA 99362  
 509-527-7933-Fax  
 publicrecords@wallawallawa.gov

WALLA WALLA POLICE DEPARTMENT  
 ATTN: Records Section  
 54 E MOORE ST  
 WALLA WALLA, WA 99362  
 509-525-5057-FAX  
 wwprdrecords@wallawallawa.gov