

INTERNAL USE ONLY
PDR #: _____

PUBLIC DISCLOSURE REQUEST
EWU POLICE DEPARTMENT
820 Washington St, Cheney, WA 99004
Phone: (509) 359-6498 Fax: (509) 359-6054

REQUESTOR INFORMATION

Requested by: _____ Date: _____

Contact Phone #: _____ Email Address: _____

Mailing Address: _____ City/State: _____ Zip: _____

Involvement or Relationship to Incident: _____

If you are an attorney or insurance company, please list client's name: _____

How would you prefer to receive your documents? Mail Email Pick up
If receiving by mail or picking up, preferred format? Paper Copy CD

RECORD(S) REQUESTED

POLICE REPORT **OTHER DOCUMENT**

Case #: _____ Type of Document: _____

Date/Time of Incident: _____ Description: _____

Name(s) of involved parties: _____

DEPARTMENT RESPONSE

EWU PD will provide an initial response within 5 business days. If records are not available at that time, EWU PD will provide an estimate of when the records will be available. Requests for large case files may not be available for 30 days or longer.

INTERNAL USE ONLY	
<i>Date request received:</i> _____	<i>Received by:</i> _____
<i>Received:</i> <input type="checkbox"/> <i>In person</i> <input type="checkbox"/> <i>Phone</i> <input type="checkbox"/> <i>Fax</i> <input type="checkbox"/> <i>Mail</i> <input type="checkbox"/> <i>Email</i>	
<i>Completed by:</i> _____	<i>5 day letter?</i> <input type="checkbox"/> <i>Yes - Date</i> _____ <input type="checkbox"/> <i>No</i>
<i>Documents active/denied:</i> <input type="checkbox"/> <i>Yes - Reason:</i> _____ <input type="checkbox"/> <i>No</i>	
<i>Documents delivered via:</i> <input type="checkbox"/> <i>Picked up</i> <input type="checkbox"/> <i>Mail</i> <input type="checkbox"/> <i>Email</i>	

Received by: _____ Date: _____