To request records, please complete sections 1 and 2 and fax or mail this form to the following address:

King County Records and Licensing Services  
500 Fourth Ave., Room 411  
Seattle, WA 98104  
Fax: 206-205-0715

Completed forms also may be scanned and emailed to PD.Requests@kingcounty.gov. We will respond to your request within five (5) business days following the date of receipt, not including holidays, with an estimate of when we anticipate being able to provide the requested records. Information contained on this form is a public record subject to disclosure pursuant to RCW 42.56.

1. Requestor information (please print):
   Requestor’s Name: Click to enter name  
   Address: Click to enter address  
   City: Click to enter city  
   ZIP: Click to enter ZIP  
   Phone: Click to enter phone  
   Alt. Phone: Click to enter alt phone  
   Email: Click to enter email  
   ☐ You may send records to me by email.

Please select ONE of the following:
☐ I would like to inspect the records prior to copying.  ☐ Please send me copies of the records.

NOTE: Pursuant to RCW 42.56.070(8) & RCW 42.56.120, a charge of $0.15 per page for copies, $1.00 for CDs, and actual postage cost may apply and is due prior to provision of copies.

2. Activity Information:
   Address: Click to enter address  
   Party(s) Involved (First, Last): Click to enter name  
   Case Number: Click to enter case number  
   Activity Date: Click to enter date  
   Nature of Activity (e.g. barking, bite, etc.): Click to enter text

Please identify the records or documents you are requesting - Check all that apply:

Animal Services
☐ Activity Report  ☐ Bite Report  ☐ Activity History  ☐ Photographs  
☐ Complaint  ☐ Kennel Records  ☐ Animal Medical History  ☐ Pet License  
☐ Notice of Violation  ☐ Quarantine Notice

Licensing
☐ For Hire Application  ☐ Process Server Application

☐ Other (Please Specify): Click to enter text

NOTE: RCW 42.56.070 prohibits release of lists of individuals for commercial purposes.
I certify that lists of individuals obtained through this request for public records will not be used for commercial purposes.

Requestor’s Signature: ___________________________  Date: ___________________________

Revised 10/2011