



Chelan Fire and Rescue
 232 East Wapato Avenue
 PO Box 1317
 Chelan, WA 98816
 509-682-4476
 Chelan7.org

PUBLIC RECORDS REQUEST

- Requests are typically processed within 5 days reference to RCW 42 guidelines as stated.
- Copying charges \$0.15 cents a page.
- Send request by U.S. Mail, in person or email to carolk@cfr7.org or kmendoza@cfr7.org

Please PRINT all information:

Name of Requestor	Date	Time	
Street Address	City	State	Zip
Mailing Address, if different	City	State	Zip
Phone Number	Email Address		

RECORDS REQUEST

Date of Incident	Time of Incident	Location of Incident
Additional Information _____		

 Signature of Requestor _____
Date

- Check preference for receiving records.
- ____ Inspect the records at no charge with option to request copies after inspection.
- ____ Receive copy of records after paying fee for copying \$0.15 cents a page.
- ____ Receive records by PDF document through email at no charge.
- ____ Receive records by U.S. Mail and paying postage fee and copy fee

Requests are typically processed within 5 days and reference to RCW 42 guidelines.

FOR OFFICE USE ONLY: Request Granted Request Denied Request withheld in part

If withheld, name the exemption contained in RCW 42.17.310 and HIPPA Laws which authorizes the withholding of the record or part of the record: _____

Approved _____ Date _____

Paid by: Cash Check