

Public Records Act Request Form



King County

Department of Executive Services
Office of Risk Management Services
King Street Center
201 South Jackson Street, #320
Seattle, WA 98104
Phone: 206-263-2250
TTY: 800-833-6388
8:30am - 4:30pm
Monday - Friday
kingcounty.gov/pr

Today's Date: _____

Requestor information

Name: _____

Email address: _____

Preferred phone: _____

Email is King County's preferred way to communicate and the quickest method of service.

How would you like us to communicate with you? Email US Mail Phone

How would you like to receive records?

Email US Mail Pick up at King Street Center Inspect at King Street Center

If you selected US Mail, please provide your address:

Mailing address: _____
Street address - City - State - ZIP

Preferred language (if not English): _____

General Records Request

Please tell us what records you want. _____

Information that helps us find records

Type of record: Permits Contracts Email Video

Date ranges: _____

Incident dates: _____

Bus coach or route number: _____

Permit number: _____

Words or phrases: _____

Names of employees of interest: _____

For inmate records, what is the BA/CCN/JCN: _____