

How do I request records from the King County Sheriff's Office (KCSO) Public Disclosure Unit?

1. Visit kingcounty.gov/sheriff.
2. Scroll down and click on "Records Requests" near the bottom of the page.
3. From the Records Request page, click on "Public Disclosure Records Request".
4. Click on the fourth green box labeled "Submit a Public Disclosure Request".
 - First time users will need to create an account. After creating an account, log in and submit your request for records.
 - Returning users can log in with their email address and password and follow the prompts.

Any questions? Contact us at **Public Disclosure Main Line: 206-263-2103** or via **email: KCSODisclosure@kingcounty.gov**

What is the cost to obtain records from the KCSO?

Pursuant to RCW 42.56.120, KCSO may charge the following fees in response to requests:

Electronic Records - If the requested records are already in electronic format, there is no fee

Hard Copy Records - 15¢ per page for paper copy

Scanned Records - 10¢ per page for scanning (electronic) paper copy records

Electronic Uploads - 5¢ per every four electronic files/records uploaded to email, cloud-based data storage service, or other e-delivery

Electronic Transmission - 10¢ per gigabyte for records transmitted in electronic format

Digital Storage Media - Actual cost of storage media or devices (i.e. Thumb Drive, External Hard Drive, CD, etc.)

Shipping Materials - Actual cost of containers or envelopes used to mail copies

Postage - Actual cost of postage or delivery charges

Custom Service Fee - Actual cost of when the request requires the use of IT expertise or third-party customized access charges

Body Worn Camera (BWC) - \$55 per hour for the actual time needed to perform BWC review and redactions for uninvolved parties

Color Photographs - Contact us for fees associated with printed color copies of photographs

Once the scope of your request has been determined and research completed to identify responsive records, you will receive an estimate of fees, if any. The KCSO may require a 10% deposit on records requests and an estimated 10% for BWC redactions prior to processing your requests.

Language Access Services: You can request written materials developed by our agency in your language as well as interpretation assistance at no cost to you. To request an interpreter or translated materials, please contact:

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