

INTERNAL USE ONLY  
# Hours to Complete: \_\_\_\_\_

INTERNAL USE ONLY  
PDR #: \_\_\_\_\_

**PUBLIC DISCLOSURE REQUEST**  
**EWU POLICE DEPARTMENT**  
609 W. 7th St. Cheney, WA 99004  
police@ewu.edu  
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  Other \_\_\_\_\_

**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. If document(s) are not picked up by the requestor or representative after 30 days, the document(s) will be considered abandoned.

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Received by: \_\_\_\_\_ Completed by: \_\_\_\_\_

Received:  In person  Phone  Fax  Mail  Email  Voicemail

5 business days: \_\_\_\_\_ 5-day letter?  Yes - Date \_\_\_\_\_  No

Documents denied?  Yes - Reason: \_\_\_\_\_  No Clarification?  Yes  No

Documents delivered via:  Picked up  Mail  Email Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_