



POLICE | FIRE | MEDICAL  
Your Emergency – Our Priority

Thurston 9-1-1 Communications  
2703 Pacific Avenue SE Suite A  
Olympia, WA 98501  
Phone: (360) 704-2730  
Fax: (360) 704-2723  
[www.tcomm911.org](http://www.tcomm911.org)  
TDD/TTY: (360) 704-2740

## Records Request Form

Requested By: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date: \_\_\_\_\_  
First Mi Last DOB Utilized to check Protection/No Contact Order Status only

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Agency/Business Name: (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How would you like to receive your documents:  Email  Mail  Pick-Up

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_ Incident Case #: \_\_\_\_\_ Incident Type: \_\_\_\_\_

Incident Address: \_\_\_\_\_ City: \_\_\_\_\_

List of documents and/or audio files requested (be specific): *i.e. Incident Activity or 911 Audio*

*I certify that any data obtained through this request will not be used for commercial purposes.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Response Timeline:** An initial response will be provided within 5 business days. If records are not available at that time, an estimate will be provided for when records will be available.  
**Fees:** Please refer to the Public Records Request Copy & Reproduction Rates posted at [www.tcomm911.org](http://www.tcomm911.org) for more information.  
**Other Records:** For **police reports, officer notes, pictures, or video:** Please contact the Law Enforcement Agency that responded directly.

**Internal Use Only**

Completed By: \_\_\_\_\_ Release/Pick up date: \_\_\_\_\_ Delivered via: \_\_\_\_\_

Denied:  Reason: \_\_\_\_\_ Letter sent: \_\_\_\_\_

**Protection Order Status:**  No Order  Active Date Served: \_\_\_\_\_ Supv: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Submit your completed form by fax: (360) 704-2723; Email: [records@tcomm911.org](mailto:records@tcomm911.org); or  
Mail: Thurston 911 Communications, 2703 Pacific Ave. SE. Ste. A, Olympia, WA 98501