



ANIMAL CONTROL

KITSAP HUMANE SOCIETY

PUBLIC RECORDS REQUEST

9167 Dickey Road NW, Silverdale, WA 98383 * (360) 692-6977 * ncherry@kitsap-humane.org

PLEASE PRINT YOUR INFORMATION

Today's Date
Your Name
Your Address
Home Phone/Cell Phone
E-mail Address

INFORMATION YOU ARE REQUESTING

Case Number
Address of Animal or Related Complaints
Approximate Dates of Incident
Any Other Information You Would Like to Add

There is no charge for the first 10 pages for hard copies. Any additional pages are \$0.15 **each**. Alternatively, there is a charge of 10 cents per page (\$0.10) for those documents that can be efficiently scanned. There are separate charges for electronic files where that format is available. You will be informed of the total copying or scanning charges. If you are unable to pick up your hard copies, you may pay for the postage and have the documents mailed to you. We can also email certain documents electronically. We require all fees be paid prior to distributing, mailing or emailing of documents or electronic records. There is no fee for the inspection of public records at our office. We will respond to your request within five (5) business days (excluding holidays) of receiving your request, with an estimate of the time we anticipate it will take to comply with your request.

SIGNATURE OF PERSON REQUESTING INFORMATION

FOR OFFICE USE ONLY

Date Request Received
5 -Day Letter Mailing Date
Date Mailed or Called For Pick Up
Number of Copies/Copy Charges Due
Public Records Officer Signature

REV 12/19

- **Specialized code enforcement**
- **24/7 emergency call response**
- **Animal cruelty investigations**
- **Assistance to fire, medical and police**
- **Small-large disaster planning/response**
- **Removal of pets/livestock from roads**
- **K-12 and public education**

Emergency: 911

P: 360.692.6977 ext: 1115

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