

# Kitsap County Sheriff's Office

Public Disclosure Requests

## - NOTICE -

RCW 42.56

The Kitsap County Sheriff's Office (KCSO) is committed to responding to all requests for public records in a timely manner. To obtain a copy of a report or any other document, please use the following procedures.

You may request disclosure of public records using the online Public Records Center portal [https://kitsapcountywa.govqa.us/WEBAPP/rs/\(S\(5igd1dpilxyn003ftg43wbta\)\)/supporthome.aspx](https://kitsapcountywa.govqa.us/WEBAPP/rs/(S(5igd1dpilxyn003ftg43wbta))/supporthome.aspx)

You may also come in person to any Kitsap County Sheriff Office during regular business hours, via phone or by mail to:

Kitsap County Sheriff's Office  
Attn: Public Records Officer  
614 Division St MS-37  
Port Orchard, WA 98366  
(360) 337.7101 x3738

Within five business days of receipt of the request, the Sheriff's Office will either: (1) provide the record(s); OR (2) deny the request; OR (3) acknowledge the request and provide a reasonable time estimate for the response; OR (4) acknowledge the request and ask for clarification; OR (5) acknowledge the request and advise of the appropriate fee due before receiving the request.

The Sheriff's Office will charge a fee of \$0.15 per page for paper records, \$0.10 per page for records scanned to digital form, \$5.00, for a Washington State Traffic Collision Form and other fees may apply for electronic copies and/or digital photo's, plus postage for USPS. Payment is required before copying or mailing.

**IMPORTANT**— If you send your public records request to an individual's email address within KCSO, including the Sheriff's email, the individual may be on leave and unable to respond delaying any response to your request. To prevent delays, please use [https://kitsapcountywa.govqa.us/WEBAPP/rs/\(S\(5igd1dpilxyn003ftg43wbta\)\)/supporthome.aspx](https://kitsapcountywa.govqa.us/WEBAPP/rs/(S(5igd1dpilxyn003ftg43wbta))/supporthome.aspx)

This portal requires you to create an online account using your email address and all correspondence will be electronic through this account.

KCSO Public Records Officers:  
Deena Castro  
Edna Quint