



North East King County Regional Public Safety Communications Agency

P.O. Box 50911 Bellevue WA 98015-0911

Public Records Officer: 425-577-5678

Fax Number: 425-577-5629

Quality Assurance/Public Records Specialist e-mail: mmunk@norcom.org

Participant/Subscriber Audio Recording Request Form

Please print clearly in ink or complete electronically

Participants and Subscribers have access to CAD information through TriTech Webviewer or NewWorld CAD Viewer. Audio Recordings are available through the NICE audio recording system. Recording requests for follow-up, investigations, court, etc should be forwarded to the Public Records Officer for authentication purposes through the use of this form.

Date of Request:

Requestor's Name/Signature:

Requestors Phone:

Department:

Requestors Email:

Authorizing Person's Name/Signature:

Preferred Delivery Method:

Fire= BC or Above // Police = Field Supervisor or Above

Pick Up, Electronic, Postal Service (include address)

Address field if postal service

Date Desired (Most requests are filled within 5 business days): _____

Purpose Needed (Reason for request) _____

Date of Incident:

Time of Incident:

Type of Incident:

Case/Incident Number:

Agency:

BC Number:

Incident Location: _____

Impound or Hold on Master Recording Required _____ (Yes/No)

Description of Request (please be as specific as possible. If radio traffic, indicate frequency and time period. If 911 call indicate all calls of specific ones needed)

***** For *NORCOM* Use Only *****

Received By:

Hold ?

Hold Number

Completed By:

Date Completed

Time Spent

Delivery Method

Date Delivered or Sent

Notes (Recording Problems, Redactions Needed, Etc):

