



# GovQA Public Reference Guide

## Where are my records located?

Type of Record Requested - Alphabetical	Select this department in the GovQA Portal	Notes
Animal Control	Community Development	
Autopsy Report	<b>*Not available through the GOVQA public records portal*</b>	<p><i>The records you are requesting are confidential and not covered by the public records request process. More information is available on the Medical Examiners web page link below. You can download the request form to request a copy of the confidential autopsy report if you meet the criteria specified under the statute.</i></p> <p><b>Online:</b> <a href="https://www.clark.wa.gov/medical-examiner/records">https://www.clark.wa.gov/medical-examiner/records</a></p>
Bike & Pedestrian Advisory Committee	Community Planning	
Birth Certificates (Years 1890-1907)	<b>*Not available through the GOVQA public records portal*</b>	<p><b>In Person:</b>            Clark County Public Service Center            1300 Franklin St., 2<sup>nd</sup> floor Joint Floor Lobby            Vancouver, WA 98660            Hours M-F 9:00am-4:00pm</p> <p><b>By Mail:</b> Mail completed request for <u>Certified copy form</u> with payment (check or money order) and self-addressed stamp to:            Clark County Auditors Office            Recording Department            PO Box 5000            Vancouver, WA 98666</p> <p><b>Online:</b> <a href="http://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce/OrderCertificates">http://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce/OrderCertificates</a></p>

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<b>Birth Certificates (Years 1907-Present)</b>	<b>*Not available through the GOVQA public records portal*</b>	<p>Washington birth certificates can be ordered by submitting an application/payment in person, online or by mailing it to our office. For detailed information, please visit our website: <a href="https://www.clark.wa.gov/public-health/birth-and-death-certificates">https://www.clark.wa.gov/public-health/birth-and-death-certificates</a></p> <p>If you have further questions, please call 360-397-8092.</p>
<b>Building Permits</b>	<b>Community Development</b>	
<b>Certified Land Documents (Sept. 1998-Present)</b>	<b>*Not available through the GOVQA public records portal*</b>	<p><b>In Person:</b>  Clark County Public Service Center  1300 Franklin St., 2<sup>nd</sup> floor Joint Floor Lobby  Vancouver, WA 98660  Hours M-F 9:00am-4:00pm</p> <p><b>By Mail:</b> Mail completed request for <u>Certified copy form</u> with payment (check or money order) and self-addressed stamp to:  Clark County Auditors Office  Recording Department  PO Box 5000  Vancouver, WA 98666</p> <p><b>Online:</b> Recorded documents may be requested online from <u>Washington State Digital Archives</u>. Payment may be by debit or credit card and additional fees apply.</p>
<b>Child Support Enforcement Records</b>	<b>*Not available through the GOVQA public records portal*</b>	<p><b>In Person:</b>  Child Support Enforcement Office  800 Franklin Street, Suite 100  Vancouver WA 98660  Hours M-F 8:00am-5:00pm / Closed Noon-1:00pm</p> <p><b>By Mail:</b>  Child Support Enforcement Office  800 Franklin Street, Suite 100  Vancouver WA 98660</p>

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Code Enforcement	Community Development	
Commission on Aging	Community Planning	
Comprehensive Growth	Community Planning	
CRESA 911 Records	*Not available through the GOVQA public records portal*	Contact CRESA at: <a href="http://www.cresa911.org">www.cresa911.org</a>
Criminal History	*Not available through the GOVQA public records portal*	Contact WSP Corrections at: <a href="http://www.wsp.wa.gov/crime/crimhist.htm">http://www.wsp.wa.gov/crime/crimhist.htm</a>
Criminal Prosecution Files	Prosecuting Office - Criminal	
Death Certificate	*Not available through the GOVQA public records portal*	Clark County, WA death certificates (past 10 years – present) can be ordered by submitting an application/payment in person, online or by mailing it to our office. For detailed information, please visit our website: <a href="https://www.clark.wa.gov/public-health/birth-and-death-certificates">https://www.clark.wa.gov/public-health/birth-and-death-certificates</a>  If you have further questions, please call 360-397-8092.
Deeds	*Not available through the GOVQA public records portal*	<b>In Person:</b> Clark County Public Service Center 1300 Franklin St., 2 <sup>nd</sup> floor Joint Floor Lobby Vancouver, WA 98660 Hours M-F 9:00am-4:00pm

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<b>Delinquent Properties List</b>	<b>Treasurers</b>	<p>This is a list of all parcels with any past due taxes. These parcels are NOT on the current foreclosure list.</p> <p><i>Note: Requires a signed and notarized affidavit stating the list will not be used for commercial purposes (affidavit will be sent to you in GovQA prior to receiving records)</i></p>
<b>Divorce Decrees</b>	<b>*Not available through the GOVQA public records portal*</b>	<p><b>Email request to:</b>  <a href="mailto:Countyclerk@clark.wa.gov">Countyclerk@clark.wa.gov</a></p>
<b>Employee Compensation</b>	<b>Human Resources</b>	
<b>Employee Personnel File</b>	<b>Human Resources</b>	
<b>Environmental Complaints</b>	<b>Public Works</b>	
<b>Felony Supervision</b>	<b>*Not available through the GOVQA public records portal*</b>	<p><b>By Email:</b> WA State Department of Corrections at <a href="mailto:DOCPublicDisclosureUnit@doc.wa.gov">DOCPublicDisclosureUnit@doc.wa.gov</a>.</p> <p><b>Online:</b> <a href="http://www.doc.wa.gov">www.doc.wa.gov</a></p>

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Fire Investigations	Community Development	
Foreclosure Properties (Not Yet Sold) List	Treasurer	<p>These are for properties that are scheduled to be auctioned at our annual February tax online sale. This list is made available on the Treasurer’s website beginning in December every year for the following February foreclosure auction.</p> <p><b>Online:</b> <a href="https://www.clark.wa.gov/treasurer/real-property-auctions">https://www.clark.wa.gov/treasurer/real-property-auctions</a></p>
Foreclosure Surplus Fund	Treasurer	<p>These are excess tax sale proceeds we are holding in order to disburse them to the owner being foreclosed upon.</p> <p><i>Note: Requires a signed and notarized affidavit stating the list will not be used for commercial purposes (affidavit will be sent to you in GovQA prior to receiving records)</i></p>
GIS Data & Maps	IT	<p><i>Note: Records such as GIS Data and Maps are accessed through GovQA under the IT Structure</i></p>
Hazardous Material Spills	*Not available through the GOVQA public records portal*	<p><b>Online:</b> Department of Ecology <a href="http://www.ecy.wa.gov">www.ecy.wa.gov</a></p>
Hazardous Waste	Public Health	
Historic Preservation	Community Planning	
Inspection Reports	Public Health	

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Jail Records	Sheriff's Office	<i>(Note: under RCW 70.48.100, the records of a person confined in jail are confidential and are only releasable to that person)</i>
Juvenile Social File	<b>*Not available through the GOVQA public records portal*</b>	<i>The primary files maintained by the Juvenile Department are the case files of juveniles in the juvenile justice system, known as Social Files. <b>These files are exempt from release under the Public Records Act.</b> However, the Juvenile Court does maintain records that are accessible through the Public Records Act such as records between the Juvenile Court employees and other agencies and individuals that pertain to the practices, policies and daily work of the Juvenile Court. Records <b>not</b> part of a Social file can be requested through a Public Records Request.</i>
Land Use & Development	Community Development	
Liens	<b>*Not available through the GOVQA public records portal*</b>	<p><b>In Person:</b>  Clark County Public Service Center  1300 Franklin St., 2<sup>nd</sup> floor Joint Floor Lobby  Vancouver, WA 98660  Hours M-F 9:00am-4:00pm</p> <p><b>By Mail:</b> Mail completed request for Certified copy form with payment (check or money order) and self-addressed stamp to:  Clark County Auditors Office  Recording Department  PO Box 5000  Vancouver, WA 98666</p> <p><b>Online:</b> Recorded documents may be requested online from <a href="#">Washington State Digital Archives</a>. Payment may be by debit or credit card and additional fees apply.</p>

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<b>Marriage Licenses (1890-Present)</b>	<b>*Not available through the GOVQA public records portal*</b>	<p><b>In Person:</b>  Clark County Public Service Center  1300 Franklin St., 2<sup>nd</sup> floor Joint Floor Lobby  Vancouver, WA 98660  Hours M-F 9:00am-4:00pm</p> <p><b>By Mail:</b> Mail completed request for <u>Certified copy form</u> with payment (check or money order) and self-addressed stamp to:  Clark County Auditors Office  Recording Department  PO Box 5000  Vancouver, WA 98666</p> <p><b>Online:</b> Recorded documents may be requested online from <u>Washington State Digital Archives</u>. Payment may be by debit or credit card and additional fees apply.</p>
<b>Medical Records or Personal Health Information</b>	<b>*Not available through the GOVQA public records portal*</b>	<p>Information on Medical Records or Personal Health Information can be acquired by contacting the Public Health department <b>directly</b> at:</p> <p>1601 E Fourth Plain Blvd. Bldg 17, 3rd Floor  P.O. Box 9825  Vancouver, WA 98661  360-397-8000</p> <p><b>Online:</b>  <a href="https://www.clark.wa.gov/public-health/immunization-and-medical-records">https://www.clark.wa.gov/public-health/immunization-and-medical-records</a></p> <p>Immunization records can be acquired by contacting the Washington State Department of Health at:</p> <p>Washington State Immunization Information System  PO Box 47843  Olympia, WA 98504-7843  Phone: 360-236-3595 or 1-866-397-0337  Fax: 360-236-3590</p> <p><b>Email:</b> <a href="mailto:WAISRecords@doh.wa.gov">WAISRecords@doh.wa.gov</a>  <b>Website:</b> <a href="http://www.doh.wa.gov/">http://www.doh.wa.gov/</a></p>

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Planning Commission	Community Planning	
Police Reports –CCSO (Incident Reports)	Sheriff’s Office	
Police Reports – Vancouver	*Not available through the GOVQA public records portal*	Contact VPD at: <a href="mailto:vpdpr@cityofvancouver.us">vpdpr@cityofvancouver.us</a>
Property Assessment/Valuation Data	Assessor	
Property Boundary Legal Descriptions	Auditor	Legal descriptions are typically provided on recorded documents
Property Ownership Information	Assessor	Historic and current ownership records are available
Property Tax Statements	Treasurers	The quickest way to receive a copy of your statement is to go online to our <a href="#">Property Information Center</a> and print one for yourself. All recent tax statements are available via this link.
Records Destruction Authorization Forms	Records Management	(And other related records destruction documentation)
Records Management Monthly Reports	Records Management	
Records Transfer Authorization Forms	Records Management	(Documenting the transfer of county records to the Washington State Archives)



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<b>Records Transmittal Forms</b>	<b>Records Management</b>	(Documenting the transfer of records from county departments to the Records Center)
<b>Septic Systems</b>	<b>Public Health</b>	
<b>Solid Waste</b>	<b>Public Health</b>	
<b>Storage Tanks</b>	<b>Community Development</b>	
<b>Superior Court Case Records</b>	<b>*Not available through the GOVQA public records portal*</b>	Email request to: <a href="mailto:Countyclerk@clark.wa.gov">Countyclerk@clark.wa.gov</a>
<b>Sheriff's Records</b>	<b>Sheriff's Office</b>	
<b>Unclaimed Funds List</b>	<b>Treasurers</b>	<p>This is a list of funds (non-foreclosure) that Clark County owes taxpayers, but we have not received a claim from the taxpayer to disburse the funds.</p> <p>Example of unclaimed funds would be a refund check we issued to a taxpayer, but the taxpayer has not cashed.</p> <p><i>Note: Requires a signed and notarized affidavit stating the list will not be used for commercial purposes (affidavit is available on GOVQA)</i></p>
<b>Washington State Patrol Records/Collision Reports</b>	<b>*Not available through the GOVQA public records portal*</b>	Contact WSP at: <a href="http://www.wsp.wa.gov">www.wsp.wa.gov</a>

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<b>Well Records</b>	<b>Public Health</b>	
<b>Wetlands &amp; Habitat</b>	<b>Community Development</b>	
<b>Wills</b>	<b>*Not available through the GOVQA public records portal*</b>	<b>Email request to:</b> <a href="mailto:Countyclerk@clark.wa.gov">Countyclerk@clark.wa.gov</a>