



GovQA Public Reference Guide

Where are my records located?

<u>Type of Record Requested - Alphabetical</u>	<u>Select this department in the GovQA Portal</u>	<u>Notes</u>
Animal Control	Community Development	
Autopsy Report	*Not available through the GOVQA public records portal*	<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>Online: https://www.clark.wa.gov/medical-examiner/records</p>
Bike & Pedestrian Advisory Committee	Community Planning	
Birth Certificates (Years 1890-1907)	*Not available through the GOVQA public records portal*	<p>In Person: Clark County Public Service Center 1300 Franklin St., 2nd floor Joint Floor Lobby Vancouver, WA 98660 Hours M-F 9:00am-4:00pm</p> <p>By Mail: 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>Online: http://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce/OrderCertificates</p>

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Birth Certificates (Years 1907-Present)	*Not available through the GOVQA public records portal*	<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: https://www.clark.wa.gov/public-health/birth-and-death-certificates</p> <p>If you have further questions, please call 360-397-8092.</p>
Building Permits	Community Development	
Certified Land Documents (Sept. 1998-Present)	*Not available through the GOVQA public records portal*	<p>In Person: Clark County Public Service Center 1300 Franklin St., 2nd floor Joint Floor Lobby Vancouver, WA 98660 Hours M-F 9:00am-4:00pm</p> <p>By Mail: 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>Online: 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>
Code Enforcement	Community Development	
Commission on Aging	Community Planning	
Comprehensive Growth	Community Planning	

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CRESA 911 Records	*Not available through the GOVQA public records portal*	Contact CRESA at: www.cresa911.org
Criminal History	*Not available through the GOVQA public records portal*	Contact WSP Corrections at: http://www.wsp.wa.gov/crime/crimhist.htm
Criminal Prosecution Files	Prosecuting Office - Criminal	
Death Certificate	*Not available through the GOVQA public records portal*	<p>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: https://www.clark.wa.gov/public-health/birth-and-death-certificates</p> <p>If you have further questions, please call 360-397-8092.</p>
Deeds	*Not available through the GOVQA public records portal*	<p>In Person: Clark County Public Service Center 1300 Franklin St., 2nd floor Joint Floor Lobby Vancouver, WA 98660 Hours M-F 9:00am-4:00pm</p> <p>By Mail: 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>Online: 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>

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Delinquent Properties List	Treasurers	<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>
Divorce Decrees	*Not available through the GOVQA public records portal*	Email request to: Countyclerk@clark.wa.gov
Employee Compensation	Human Resources	
Employee Personnel File	Human Resources	
Environmental Complaints	Public Works	
Felony Supervision	*Not available through the GOVQA public records portal*	By Email: WA State Department of Corrections at DOCPublicDisclosureUnit@doc.wa.gov . Online: www.doc.wa.gov
Fire Investigations	Community Development	

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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>Online: https://www.clark.wa.gov/treasurer/real-property-auctions</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>Online: Department of Ecology www.ecy.wa.gov</p>
Hazardous Waste	Public Health	
Historic Preservation	Community Planning	
Inspection Reports	Public Health	
Jail Records	Sheriff’s Office	<p><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></p>

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Juvenile Social File	*Not available through the GOVQA public records portal*	<p><i>The primary files maintained by the Juvenile Department are the case files of juveniles in the juvenile justice system, known as Social Files. These files are exempt from release under the Public Records Act. 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 not part of a Social file can be requested through a Public Records Request.</i></p>
Land Use & Development	Community Development	
Liens	*Not available through the GOVQA public records portal*	<p>In Person: Clark County Public Service Center 1300 Franklin St., 2nd floor Joint Floor Lobby Vancouver, WA 98660 Hours M-F 9:00am-4:00pm</p> <p>By Mail: 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>Online: Recorded documents may be requested online from Washington State Digital Archives. Payment may be by debit or credit card and additional fees apply.</p>

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Marriage Licenses (1890-Present)	*Not available through the GOVQA public records portal*	<p>In Person: Clark County Public Service Center 1300 Franklin St., 2nd floor Joint Floor Lobby Vancouver, WA 98660 Hours M-F 9:00am-4:00pm</p> <p>By Mail: 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>Online: 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>
Medical Records or Personal Health Information	*Not available through the GOVQA public records portal*	<p>Information on Medical Records or Personal Health Information can be acquired by contacting the Public Health department directly at:</p> <p>1601 E Fourth Plain Blvd. Bldg 17, 3rd Floor P.O. Box 9825 Vancouver, WA 98661 360-397-8000</p> <p>Online: https://www.clark.wa.gov/public-health/immunization-and-medical-records</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>Email: WAISRecords@doh.wa.gov Website: http://www.doh.wa.gov/</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: vpdpr@cityofvancouver.us
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 Property Information Center 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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Records Transmittal Forms	Records Management	(Documenting the transfer of records from county departments to the Records Center)
Septic Systems	Public Health	
Solid Waste	Public Health	
Storage Tanks	Community Development	
Superior Court Case Records	*Not available through the GOVQA public records portal*	Email request to: Countyclerk@clark.wa.gov
Sheriff's Records	Sheriff's Office	
Unclaimed Funds List	Treasurers	<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>
Washington State Patrol Records/Collision Reports	*Not available through the GOVQA public records portal*	Contact WSP at: www.wsp.wa.gov

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Well Records	Public Health	
Wetlands & Habitat	Community Development	
Wills	*Not available through the GOVQA public records portal*	Email request to: Countyclerk@clark.wa.gov