



## PUBLIC RECORDS REQUEST FORM

**Requester's Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

Describe the records you are requesting and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates. Attach additional pages if necessary.

\_\_\_\_\_  
 \_\_\_\_\_

After requested records are retrieved, I would like to:

- Inspect the records  Receive hard copies via **mail** or **pickup** (circle one)
- Receive electronic copies via **email** or other (specify: \_\_\_\_\_)

I am willing to pay up to \$\_\_\_\_\_ for copies.

*If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes.*

\_\_\_\_\_  
 Signature and Date

	Date	Initials	Notes	<b>FOR USE BY PUBLIC RECORDS OFFICER</b>
Date Received	_____	_____	_____	_____
Five-Day Notice Sent	_____	_____	_____	_____
First Installment	_____	_____	_____	_____
Completing Request	_____	_____	_____	_____
Other Installments	_____	_____	_____	_____
Response Completed	_____	_____	_____	_____

If exemptions are claimed, complete **Exemption Log**.