Name of Person Making Request: (First, Last MI):

________________________________________

Date: _________________________________

Time: ________________________________

Address: ____________________________________________
_________________________________________
_________________________________________

City: _______________________________________

State: _______________________________________

Zip Code: _________________________________

Phone Number: (______) ________ - ______________

Email: _______________________________________

Request Made:

☐ In Person   ☐ By Email
☐ By Phone   ☐ By Mail
☐ Fax

I wish to:

☐ Inspect Records
☐ Receive a Copy of Records
☐ Paper Copies
☐ Electronic Media
(DVD, CD, Thumb Drive)

If you have requested a copy of records:

I authorize this public records request and understand that I am subject to a fee schedule as stated by statute, or $0.15 per page (if no schedule is established) or the actual cost of copying the records (Compact Disc, DVD or Thumb Drive). I authorize $______________ for the copying or records and postage if necessary and request to be contacted if the amount due is over this amount.

To assist us in answering your request accurately and promptly, please identify the records you wish to inspect by referring to a title, name, date or incident, identification number and/or description. If copies are needed, please indicate which file(s) you would like copied. Please refer to the City’s Fee Schedule for the correct costs associated with your request. Please fill out the attached page or attach and number your own letter but this page must be completed and signed in its entirety.

________________________________________
(Signature)

Please fill in and sign your name below if applicable:

I, ____________________________ affirm under penalty of perjury that my request is not for commercial purposes. This is only required if the request includes a list of individuals. I understand the use of public records containing lists of individuals for a commercial purpose violates Washington State Law and the privacy of the individuals. “Commercial purposes” means contacting or affecting such individuals to facilitate, in any manner, for a profit making activity. A request for a list of individuals where this is not signed will be denied as per RCW 42.56.070(9).

________________________________________
(Signature)