



4030 - 95<sup>th</sup> Avenue NE  
 Yarrow Point, WA 98004  
 (425) 454-6994 Fax: (425) 454-7899

## PUBLIC RECORD REQUEST FORM

### CONTACT INFO

FULL NAME:

MAILING ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

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### REQUEST

REQUESTED RECORD:

*Please provide a detailed description of identifiable public records. The more specific your request, the more quickly we can process and deliver responsive records*

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### DELIVERY

*Inspection (Free)  
 E-mail (Free)  
 Flash Drive (\$5.00)  
 Paper Copies (\$.15 Cents per page)  
 Site Plans/Blue Prints/Drawings  
 (Cost Varies)*

*\*For multi-medium request, the Town will determine the most efficient mode of copying. Requestor will be charged accordingly.*

*Requestor will be charged costs associated with copying, delivering, and mailing the documents.*

- I'd like to view the documents at Town Hall.
- I'd like a flash drive with the documents.
- I'd like the documents emailed to me.
- I'd like paper copies of the documents.

### INTAKE - STAFF USE ONLY

  
  
  


**In-house Response** Date Fulfilled: \_\_\_\_\_ By: \_\_\_\_\_

Request too broad, seek clarification Date: \_\_\_\_\_ By: \_\_\_\_\_

Requires Installments Initial Response Date: \_\_\_\_\_ By: \_\_\_\_\_

**Request Fulfilled:** Date: \_\_\_\_\_ By: \_\_\_\_\_