

# Request for Public Records Island County Planning & Community Development

**Today's Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

**Daytime phone number:** (\_\_\_\_) \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Identification or description of records (include date, as best known):**

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

**Upon locating documents I request: Choose only those that apply – conflicting requests will require clarification and will delay processing of your request.**

- |  |  |
|--|--|
| <input type="checkbox"/> Copy All  | <input type="checkbox"/> Printed records only                            |
| <input type="checkbox"/> Review records to determine records to have copied (.15 per printed page) | <input type="checkbox"/> Electronic records only*                        |
| <input type="checkbox"/> Print and electronic records  | * fees are now charged for large #'s of electronic records, see C-120-17 |
| <input type="checkbox"/> I will pick up records when they are ready                                | <input type="checkbox"/> Mail records to me at my expense                |
- Only electronic records can be emailed.**

**Copying, data transfer, and postage fees may apply and must be paid before records will be delivered.**

**Date desired:** \_\_\_\_\_ [A response will be received within five business days]  
Simple request are usually filled within this same timeframe.

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. **I understand that the County does not warrant the accuracy or completeness of data provided electronically. Many versions can exist electronically.**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE]

**FOR COUNTY USE**

**DATE**

**INITIALS**

DATE RECEIVED:

\_\_\_\_\_

\_\_\_\_\_

FIVE-DAY NOTICE SENT:

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL TIME REQUIRED:

\_\_\_\_\_

\_\_\_\_\_

REQUEST SATISFIED:

\_\_\_\_\_

\_\_\_\_\_

EXEMPTION STATEMENT PROVIDED:

\_\_\_\_\_

\_\_\_\_\_

COPY CHARGES PAID: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_