

**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.

- Copy All
 - Review records to determine records desired to have copied (.25 per printed page)
 - Printed records only
 - Electronic records only
 - Print and electronic records
 - I will pick up records when they are ready
 - 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	<u>DATE</u>	<u>INITIALS</u>
DATE RECEIVED:	_____	_____
FIVE-DAY NOTICE SENT:	_____	_____
ADDITIONAL TIME REQUIRED:	_____	_____
REQUEST SATISFIED:	_____	_____
EXEMPTION STATEMENT PROVIDED:	_____	_____
COPY CHARGES PAID: _____	_____	_____