

# LEWIS COUNTY REQUEST TO INSPECT OR COPY PUBLIC RECORD

DEPARTMENT OR OFFICE \_\_\_\_\_

---

---

**PERSON MAKING REQUEST:**

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

\_\_\_\_\_

TIME OF REQUEST \_\_\_\_\_

**REASON FOR THE REQUEST:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RECORD/INFORMATION REQUESTED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned do declare as follows: I understand that the use for commercial purposes of public documents which contain lists of individuals, violates Washington State Law and the privacy rights of such individuals. I understand that at a minimum, "commercial purposes" means that such lists will be utilized to contact or affect such individuals to facilitate, in any manner, profit-expecting activity. Therefore, I agree not to use the above-requested document(s) and I acknowledge an affirmative duty to prevent others from using such document(s) for commercial purposes.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct: \_\_\_\_\_

Signature

Many requests for inspection or copying of public records can be completed by the close of the next business day following the day the request is made. If your request is not complicated and the record readily available, it may be processed at the time it is received. In some circumstances the processing of your request or an official response to your request may take up to five (5) business days. The department cannot respond to your request to inspect or copy a record unless this form and declaration of non-commercial use is completed. If you have questions, please ask one of our employees. Thank You.

NOTE: The Public Disclosure Act is for the purpose of providing existing documentation or records, not for the purpose of gathering, sorting and/or creating new documentation. General questions specific to certain divisions/sections should be directed to appropriate personnel.

**DISPOSITION:**

DATE	ACTION TAKEN	NAME OF EMPLOYEE PROCESSING REQUEST

White Copy - Chief Civil Deputy

Pink Copy - Requesting Party

Yellow Copy - Department/Office