<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE PROCESS REQUESTER</th>
<th>ACTION TAKEN</th>
<th>DATE</th>
</tr>
</thead>
</table>

**Signature**

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

I agree not to use the above-requested documents for commercial purposes and acknowledge an affirmative duty to prevent others from doing so.

I understand that using public documents that contain lists of individuals for commercial purposes violates Washington State law and the privacy rights of such individuals.

**Mail Records to me (postage may apply)**

☐ Copy all (copying fee ☑)
☐ I will pick up

**Inspection, Then Copy Selected Pages**

☐ Inspection Only (no cost)

**Description of Records Requested** (Indicate date as best known. Failure to adequately identify records may cause delay or an incomplete response)

**Reason for Request**

- Code Enforcement
- Sheriff's Dept.
- Human Resources
- Risk Mgmt.
- Public Works
- E-9-1-1
- Clerk's Office
- Central Services
- Treasurer
- Assessor
- County Commissioners
- Community Development
- Fiscal Dept.
- Health Dept.
- Procurement
- Superior Court
- District Court
- Coroner
- Auditor

**Lewis County Request to Inspect or Copy Public Record**