



Lewis County Public Records Request Form

INSTRUCTIONS: Complete this form and present to the PDR Manager, Monday – Friday 8AM to 5PM. You may also mail the completed form to: Lewis County Public Disclosure Manager, 351 NW North Street, Basement Room 040, Chehalis, WA 98532; via Email: publicrecords@lewiscountywa.gov; or Fax to: (360) 740-1494

Date: _____ Time: _____ AM/PM

Name of Person Requesting Records:

Address: _____

City, State, Zip: _____

Phone #: _____ Email: _____

- Auditor's Office
- Central Services
- Code Enforcement
- Community Development
- Coroner's Office
- County Commissioners
- E-911/Communications
- Health Department
- Human Resources
- Prosecutor's Office
- Public Works
- Risk Management
- Sheriff's Office
- Treasurer's Office
- Other: _____

DESCRIPTION OF RECORD(S) REQUEST - Include dates (as best known), as failure to adequately identify records may cause delay or an incomplete response.

NOTE: if your request is unclear, you may be asked later to clarify what records you are seeking. If you fail to clarify your request or abandon your request, LEWIS COUNTY may close your request for records. RCW 42.56.520 & 42.56.040. If you have a question that you are seeking an answer to and are not seeking a specific document, please do not use this form and instead pose your question(s) to the appropriate county personnel.

IMPORTANT: In some circumstances, processing your request or an official response to your request, may take up to five (5) business days. Upon locating documents, I request:

- INSPECTION ONLY AT COUNTY OFFICE (NO COST)
- ELECTRONIC RECORDS (via Gov QA Records Center)
- COPY ALL (fee charged), WILL PICK UP WHEN READY
- INSPECTION, THEN COPY SELECTED PAGES (copy fee)
- COPY ALL (copy fee / postage fee charges apply)-MAIL TO ME

Fee Schedule (pursuant to RCW 42.56.120)

Paper Copy Fee	15 cents / page	Scan Page Fee for Electronic Format	10 cents / page
Electronic Delivery (E-Mail) Fee	5 cents / 4 files*	Electronic Records Transmission	10 cents / gigabyte
Storage Media CD / DVD	\$0.50 / \$1.00	Envelope /Postage	Actual Cost

* For purposes of calculating fees, an electronic "file" shall contain no more than one document and/or e-mail. NOTE: Charges will be combined if more than one type of charge applies.

I understand that using public documents containing lists of individuals for commercial purposes, violates Washington State Law and the privacy rights of such individuals. I understand that "commercial purposes" means, at a minimum, that such lists will be used to contact or affect individuals to facilitate profit-seeking activity. I agree **NOT** to use the above-requested documents(s) for commercial purposes and I acknowledge an affirmative duty to prevent others from so doing.

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

Signature Date Signed: _____

OFFICIAL USE ONLY	
Request received via: <input type="checkbox"/> Counter <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Mail	GOV QA – P _____
Received by: _____	Date received: _____
Date completed: _____	Completed by: _____
Date Notified requestor: _____	
Total Charge: \$ _____	Method of Release: _____
	Date Records Released: _____