



Lewis County Assessor's Office Public Records Request Form

INSTRUCTIONS: Complete this form and present to the Assessor's Office, Monday – Friday 8AM to 5PM. You may also mail the completed form to the Lewis County Assessor, **351 NW North St, MS: ASR01, Chehalis, WA 98532**; via email to Dianne.Dorey@lewiscountywa.gov; or via fax to **(360) 740-1262**

Date: _____ Time: _____ (check one) AM or PM

Name of the Person Requesting Records (please print): _____

Address: _____ City, State, Zip: _____

Phone: () _____ Email (please print): _____

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

NOTE: If your request is unclear you may be asked to clarify which records you are seeking. If you fail to clarify your request or abandon your request, the Lewis County Assessor's Office 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; instead, contact the Assessor's Office for answers.

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, this request includes:

- | | |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> INSPECTION ONLY AT ASSESSOR'S OFFICE (NO COST) | <input type="checkbox"/> INSPECTION, THEN COPY SELECT PAGES (fee charged) |
| <input type="checkbox"/> ELECTRONIC RECORDS (via Gov QA Records Center) | <input type="checkbox"/> COPY ALL (copy fee / postage fee charges apply) – MAIL TO ME |
| <input type="checkbox"/> COPY ALL (fee charged), WILL PICK UP WHEN READY | |

Fee Schedule (pursuant to RCW 42.56.120)

Paper Copy Fee	\$0.15 / page	Scan Page Fee for Electronic Format.....	\$0.10 / page
Electronic Delivery (E-mail) Fee	\$0.05 / 4 files*	Electronic Records Transmission	\$0.10 / 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 email.

NOTE: Charges will be combined if more than one type of charge applies.

ACKNOWLEDGEMENT: 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 document(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: _____		
Total Charge: \$ _____	Date Notified requestor: _____		
Method of Release: _____	Date Records Released: _____		