

**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:**

- |   |   |
|---|---|
| <input type="checkbox"/> Inspection Only                      | <input type="checkbox"/> Printed records only         |
| <input type="checkbox"/> Copy All                             | <input type="checkbox"/> Electronic records only      |
| <input type="checkbox"/> Inspection, then copy selected pages | <input type="checkbox"/> Print and electronic records |

**Date desired:** \_\_\_\_\_ [Most requests are filled within five business days]

I will pick up records when they are ready     Mail records to me at my expense

**Copying, data transfer, and postage fees may apply and must be paid before records will be delivered.**

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.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE]

---

**FOR COUNTY USE**

**DATE**

**INITIALS**

DATE RECEIVED:

FIVE-DAY NOTICE SENT:

REQUEST SATISFIED:

EXEMPTION STATEMENT PROVIDED:

COPY CHARGES PAID: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_