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Public Records Request Form

Requestor's Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Describe the records you are requesting and provide any other additional information to help locate the proper records, such as author, recipient, title and pertinent dates. Attach additional pages if necessary.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

After the requested records are retrieved, I would like to:

- [ ] Inspect the records [ ] Receive hard copies via mail or pickup (circle one)
[ ] Receive electronic copies via email or other (specify \_\_\_\_\_)

I am willing to pay up to \$\_\_\_\_\_ for copies

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.

Signature and Date \_\_\_\_\_

Table with 4 columns: DATE, INITIALS, NOTES (Public Records Officer only), and rows for Date Received, 5-day notice, First Installment, Complete request, Other Installments, Response Completed.

(If exemptions are claimed, complete Exemption Log)