



Kitsap Regional Coordinating Council

Public Records Request Form

Draft v. 10-14-16

Contact Information

Your Name _____

Your Email _____

Your Phone Number _____

Your Mailing Address _____

Records

Please list the records you want to see and be as specific as possible. It will help us find your records more quickly if you can identify the titles and dates.

(Please use additional pieces of paper as needed)

Please send your request to publicrecords@co.kitsap.wa.us. Kitsap County will respond to you within five (5) business days of receiving your request. Charges for documents requested will be \$.15 (fifteen cents) per page. For more information, you may contact 360-307-4261.

Limits on How Public Records May be Used

Washington State law limits certain uses of public records, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070(9)].

By signing this form, I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of state law.

Signature: _____

Date: _____

Printed Name: _____