

CITY OF FERNDALE
2095 Main Street - P O Box 936
Ferndale, Washington 98248
(360)384-4302

REQUEST FOR ACCESS TO PUBLIC RECORDS

REQUESTOR'S NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

RECORDS REQUESTED: Please describe the **SPECIFIC** records you are requesting and any additional information that will help us locate said records (dates, names, etc.). Please indicate which records you wish to have photocopied (1998 fee for photocopies is .15 each). Otherwise, the records will be made available for your review. The Revised Code of Washington states that records must be made available in a reasonable length of time. Depending on the complexity of the request, the City will endeavor to fill requests within 1-5 days.

I hereby certify that if a list of individuals is obtained through this request for public records the information will not be used for commercial purposes.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

Date Received:	Received By:	Forwarded To:	Respond By (date):
Comments:			