Clallam County
Department of Community Development
223 East 4th Street, Suite 5, Port Angeles, WA 98362
(v) 360-417-2420 ✧ (f) 360-417-2443
email: dcdplan@co.clallam.wa.us

Date of Request:_____

REQUEST TO INSPECT OR COPY PUBLIC RECORDS.

THIS FORM WILL BE USED TO EXPEDITE REQUESTS AND INSURE COMPLIANCE WITH WASHINGTON STATE PUBLIC DISCLOSURE LAWS.

REQUESTOR (please print)

Name _____ Email Address _____

Address _____ City _____ Zip Code _____ Telephone No. _____

DESCRIBE WITH SPECIFICITY THE RECORDS OR INFORMATION REQUESTED

1. _____
2. _____
3. _____
4. _____

I, the undersigned, do declare under penalty of perjury under the laws of the State of Washington that: I understand the use of public documents containing lists of individuals for *commercial purposes violates Washington State law and the privacy of the individuals.* "Commercial purposes" means contacting or affecting such individuals to facilitate, in any manner, for a profit-making activity. Therefore, I agree not to use the information requested, nor allow others to use it, for such purposes.

Requestor's Signature _____ Place of Signature _____

Received by:

Print Name _____ Signature _____ Date _____

RESPONSE (Response MUST be made within 5 working days of request)

Date: _____ Respondee: _____

Request No.		
_____	☐	Information available on: at the Department, attention
_____	☐	Copies available upon payment of copy fee totaling $
_____	☐	Request has been forwarded to the Department, attention
_____	☐	Request denied. Record or information exempt from Public Disclosure pursuant to RCW 42.17.310(4) because:
_____	☐	Unable to process request as described.
_____	☐	Unable to process request as described. Please clarify request by being more specific for information desired.
_____	☐	Miscellaneous:

☐ Request file closed: Date: _____ Responder's Name: _____

Outcome: _____

INSTRUCTIONS:

- **Give requestor a copy of this form <u>after</u> top portion is completed and again when each response is made.**
- **If records are not within the possession of the Dept. of Community Development, forward request to proper department**
- **Retain original request in department file for at least 12 months.**