

Attention: Public Records Officer



# Pierce County Request for Access to Public Records

Requests and production are governed by Chapter 42.56 RCW and Chapter 2.04 Pierce County Code (PCC)

**Instructions:**

1. Complete Section A of the form. If you are requesting a list of individuals you must also complete Section B.
2. Mail, email, or personally deliver completed form to the designated public records officer for the Pierce County Department/Office shown above.

**SECTION A Requester Contact Information/Description of Requested Records - Please PRINT**

Requester Name		Business Name
Mailing Address		City, State – Zip Code
Phone Number	Fax Number	Email

**Method of Record Review. Please Select one:**

- Do not make copies, but arrange for in person inspection at department, PCC Chapter 2.04. I may request copies of specific records after in person review.
- Mail copies       Email records via file transfer protocol       Hold copies for pickup

Please describe the SPECIFIC record(s) you are requesting, including dates(s):

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date Submitted

**SECTION B The following must also be signed ONLY if you request any list of individuals.**

I declare under penalty of perjury under the laws of Washington that the following is true and correct: I will not use any requested list of individuals for a commercial purpose (profit expecting activity).

Signed this \_\_\_ day of \_\_\_\_\_, 201\_ at \_\_\_\_\_ (city), \_\_\_\_\_ (state). RCW 42.56.070(8) and PCC 2.04.030(D)(4)

**Requester's Signature:** \_\_\_\_\_