

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, personally deliver, or fax 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: _____