



# Whatcom County

Public Records Officer • 311 Grand Avenue, Suite B-04 • Bellingham, WA 98225 Phone (360) 778-5233 • Fax (360) 778-5273 • email: publicrecordsofficer@co.whatcom.wa.us

## REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

### INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Section C and D.

SECTION A: FOR COUNTY USE ONLY	
Date	
Request Number	
Department	
Request Received By:	

**This completed form is an open public document and may be released to any requestor.**  
**Section B - Requestor/Records Request Information**

Requestor Name:	Phone Number:	Email Address:	
Address:	City:	State:	Zip:
I wish to <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following specific record(s):		Request made <input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> by fax <input type="checkbox"/> by mail <input type="checkbox"/> by email Attach request if applicable	
If record(s) concern individual(s) other than requestor, please state name(s):		If this request is for a list of individuals, is the list to be used for commercial purposes? Yes                      No	

### Section C - Whatcom County Response

**ALLOW ACCESS** Charge is \$.15 for each black and white photocopy.

**WE DO NOT HAVE THE RECORD(S)**

**DENY ACCESS** The records you have requested are legally exempt from public disclosure by the following authority:

### Section D – Requestor Notification

Person contacted:	Date:	Time:
<input type="checkbox"/> by mail <input type="checkbox"/> by phone <input type="checkbox"/> in person <input type="checkbox"/> by email	I made the County's final response as stated.  Signature:	