

OKANOGAN COUNTY BUILDING DEPARTMENT
REQUEST FOR PUBLIC RECORDS

Requester's Name: _____

Mailing Address: _____
Street or P.O. Box City State Zip code

Phone: _____ **Email:** _____

Description of records. Please be as specific as possible. (If known, include permit numbers, parcel numbers, author, recipient, title of record, dates, date ranges, etc.)

When the responsive records are ready, I request:

- Inspection (view) only – there is no charge to inspect documents
- Inspection, then copy selected pages (standard paper copies are 15 cents per page)
- Paper copy of all (standard paper copies are 15 cents per page)
- Electronic copies – there is no charge for documents
- I will pick up the records. Mail the records to the address above. (Postage & mailing fees apply)

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington that the information obtained through this request will not be used for commercial purposes. I understand and acknowledge that Okanogan County does not warrant the accuracy or completeness of information contained in public records or any data provided electronically.

_____ _____
Date Signature

FOR USE BY PUBLIC RECORDS OFFICER		
	Date	Initials
Date Received:	_____	_____
Five Day Notice Sent:	_____	_____
Request Approved/Satisfied:	_____	_____
Request Denied:	_____	_____