



Public Records Request

Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

For police records: If the request is for police records please provide the case number, name(s) and/or date(s) of birth of parties involved, and/or the date, time and location of incident.

See attached sheet with additional requests

I would like to:

- Inspect the records at no charge (I may request copies after inspection).
- Receive copies of the records after paying required copying charges. I am willing to pay up to \$_____ for those copies. Please contact me if the charges exceed this amount.
- Allow the City of Lakewood to redact driver's license numbers and other personal identifiers, e.g. social security numbers, from responsive documents. I waive my right to an exemption log as otherwise required by RCW 42.56.070 regarding those redactions. *Checking this box may alleviate the need to provide other parties with third party notice, and expedite response time.*

Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.

Name (Please Print)

Street Address

City, State, Zip

Mailing Address

Phone Number

Email address

Sign here

Date

Limitation On Use For Commercial Purposes

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Public Records Act

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