



Town of Friday Harbor
PO Box 219 / Friday Harbor / WA / 98250
(360) 378-2810 / fax (360) 378-2380 / www.fridayharbor.org

REQUEST FOR PUBLIC RECORDS

Name (please print)		Date
Mailing address		Day Phone
City	State	Zip
May these records be forwarded via email? If so, print email address:		
Description of records requested (Please be specific as possible):		
Pursuant RCW 42.56.120, public records requests are subject to applicable fees. Please refer to the Town Fee Schedule for actual cost. Upon locating documents, I request:		
<input type="checkbox"/> Inspection Only* <input type="checkbox"/> Inspection, then scan selected pages to share electronically or by USB Drive* <input type="checkbox"/> Share electronically through Laserfiche Direct Share* *No fee *USB Drive requires a deposit, USB payment, plus postage to a mailing address. See Fee Schedule for additional fees that may 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 that the Town does not warrant the accuracy or completeness of data provided electronically.		

Signature Date

TOWN OF FRIDAY HARBOR USE ONLY					
Your request is:	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Initial: _____ Date: _____
Applicant notified:	By email	<input type="checkbox"/>	Other	<input type="checkbox"/>	Initial: _____ Date: _____
If approved, list provided by:					Date: _____

Public Records ID Number assignment: