



PUBLIC RECORDS ACT REQUEST FORM

Today's Date:			
Name:		Phone No.:	
Mailing Address:		Fax No.:	
Email Address:		Org Name:	

A. General Records Request

If you are seeking environmental and/or property records, please advance to **Section B**. For all other requests, please specify the records that you are seeking. Clear, date-bound requests for records (and not information generally) will facilitate an efficient response.

B. Property-Related Environmental Records

Indicate the property or properties about which you are seeking records. To facilitate the most thorough and timely possible search process, please include as many pieces of information as you have in the spaces provided below: street address, parcel number and business name(s). Property research databases are available on King County's website at the following link: <http://kingcounty.gov/operations/GIS/PropResearch.aspx>. From here you can search a property address to find a corresponding parcel number or vice versa. We encourage you to take this extra step to help us provide the most meaningful and timely response possible.

Property Address(es):	
Parcel Number(s)	
Business Name(s)	

Indicate the category(ies) of records you are seeking for the above identified property or properties.

<input type="checkbox"/> Hazardous Materials*	<input type="checkbox"/> Brownfields	<input type="checkbox"/> Wells**
<input type="checkbox"/> Septic System	<input type="checkbox"/> Underground Storage Tank	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Drainage and Water Quality	<input type="checkbox"/> Restaurant Inspections	<input type="checkbox"/> Permitting
<input type="checkbox"/> Environmental Enforcement Activities*	<input type="checkbox"/> Other (please describe):	

* An adequate search can be conducted using only the property address.

**Well records require a system name or state ID.

All other categories require a parcel number.

Use the space below to provide any additional detail that might aid in a timely and complete response to your request. You can also specify in this space provided other records categories you are seeking:

You may make an appointment to inspect the responsive records free of charge. If you wish to obtain copies, pursuant to RCW 42.56.070(8) and RCW 42.56.120, we charge \$0.15 per page, plus the cost of postage if the records are mailed to you.