PUBLIC RECORDS REQUEST FORM

Today’s Date:  ________________

The King County Department of Community and Human Services is committed to responding to your request for public records in an efficient and prompt manner. In order for us to process your request, we need a clear, specific description of the records that you would like.

Please describe the documents:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

YOUR NAME:  ________________________________  (Please PRINT)

ADDRESS:  __________________________________________

PHONE:  __________________________

E-MAIL:  ________________________________