

**Instructions:**      **1. Complete Section A of following form.**  
                              **2. Return completed form to the appropriate Kitsap County Department.**

<b>Section A - Requestor/Records Request Information</b>		
Requestor Name	Phone Number	Today's Date
Mailing Address	City	State      Zip Code
<p><b>This is a request to:</b>    <input type="checkbox"/> <b>Inspect and/or</b>    <input type="checkbox"/> <b>Copy the records described below:</b></p> <p>(Please describe in the space below the records you are requesting and any additional information that will assist in quickly locating them.)</p>		
<b>Title of Record(s):</b>	<b>Description:</b>	<b>Date(s) of Record(s):</b>
If record(s) concern individual(s) other than requestor, please state names(s):	<b>Special Handling:</b> <input type="checkbox"/> Please mail copies. (Payment is required before copying or mailing) <input type="checkbox"/> Please hold for pick-up.	
Signature of Requestor	<b>Request was Made</b> <input type="checkbox"/> In person <input type="checkbox"/> By Phone <input type="checkbox"/> By Mail (Attach Request)	
I certify that the photocopies of the records received as listed above will not be used for commercial purposes. I agree to pay a reasonable standard charge of \$.15 per copy plus cost of mailing.		
_____ Signature		_____ Date
<b>Section C - Department Use Only</b>		
Department	Signature	Date

Pursuant to RCW 42.56, with limited exception, Kitsap County and all of its departments and offices are required to disclose all identifiable "public records" that are related to the conduct of the County when such records are requested by any person.