



PUBLIC RECORDS REQUEST FORM

Date of Request

Name

Address (street, apt/suite #, city, state, zip)

Phone # (include area code)

Fax # (include area code)

Email Address

Description of Request. For best results, be as specific as possible to assist KCHA with performing an adequate search for the records. Describe the records with enough detail that KCHA is able to locate all of the records that you are seeking. Where possible, include the name of any form, program, project, or service related to the records you are seeking. Where applicable, include employee names, titles, departments, and email addresses. Include search date ranges and keywords related to your search.

There may be charges for copies or scanned documents (plus postage & the cost of digital storage devices, if required). You will be notified of charges in advance. Check, money order or cashier's check made out to "KCHA" is due before documents are provided. For large requests, KCHA may require a 10% deposit for anticipated expenses before processing. Documents not claimed within 15 days of notification of availability by KCHA shall be re-filed. For more information and to review KCHA's Public Disclosure policy, visit www.KCHA.org/contact/disclosure.

PROHIBITION OF RECORDS FOR COMMERCIAL PURPOSES

I certify that any list(s) of individuals obtained through this request for public records will not be used for any commercial purposes, pursuant to RCW 42.56.070(8).

Signature of Requestor

Date

Hand deliver, mail, or fax to:

**KCHA Public Records Officer
600 Andover Park West
Tukwila, WA 98188
Fax: 206-574-1104**