### PUBLIC RECORDS REQUEST FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Fax</th>
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<table>
<thead>
<tr>
<th>City, State, Zip</th>
<th>Email</th>
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Parcel No. __ __ __ __ __ - __ __ - __ __ __ __ __  
Parcel Address ______________________________________

Owner __________________________  
Previous Owner __________________

- Type of Records:  
  - ☐ Building Department Records  
  - ☐ Planning Department Records

- Record(s) requested: Please describe a specific identifiable record. Include document name, number or date if known.
  
  ______________________________________  
  ______________________________________  
  ______________________________________  
  ______________________________________

- ☐ I would like to inspect the record(s) at no charge

- I would like a copy of the record(s):  
  - ☐ Mailed  
  - ☐ Faxed  
  - ☐ Emailed (if available in electronic format)  
  - ☐ Picked up

Please allow 5 business days for a response to your request. RCW 42.56.520

I agree to pay all copy charges pursuant to Mason County’s fee schedule. RCW 42.56.120

I certify the information obtained through this request will not be used for commercial purposes. RCW 42.56.070(9)

Requestor Signature ______________________________________  
Date __________________

- ☐ 5-Day response  
  Date: __________

#### OFFICIAL USE ONLY

- Search Criteria Used
  - ☐ Scanned Records  
  - ☐ Tidemark Files  
  - ☐ Meeting Notes  
  - ☐ Parcel Files  
  - ☐ Email Search  
  - ☐ Plan Vault  
  - ☐ Permit Center  
  - ☐ Planning Dept.  
  - ☐ County Archives

- Request Closed - By: __________________________  
  Date: __________________

- Records were:  
  - ☐ Mailed  
  - ☐ Faxed  
  - ☐ Emailed  
  - ☐ Picked up  
  Fees Due $ __________

- Notes ______________________________________

Make checks payable to the Mason County Treasurer