INFORMAL REQUEST FOR ENVIRONMENTAL HEALTH RECORDS

Requested by: ____________________________ Date: ______________

☐ Mail  ☐ Pick-up  ☐ E-mail  ☐ Fax  Fax Number: ___________________

To:
Name: __________________________________________

Mailing Address: _______________________________________

E-mail: _____________________________________________

City: __________ State ______ Zip: _________ Phone Number: __________

This form may be scanned and available for public view on the Mason County Web site.

Please copy the checked forms:

☐ Onsite septic system records    Parcel Number____________________________

Site Address: ______________________________________________

☐ Other ____________________________________________________

_________________________________________________________________

This form is not an official Public Records Request. To submit an official Public Records Request go to the Mason County web site to download the form at: http://www.co.mason.wa.us/forms/commissioners/public_records_request.pdf.

Public Records Requests must be submitted to the appropriate department’s Records Officer.

Official Use Only

Completed by:_____________ Ext:______ Date:_____________

Scanned  Not Scanned  Cases  No Cases  SWG#______________

Notes______________________________________________________

__________________________________________________________

Updated: 2/4/2015