



Northshore Utility District

6830 NE 185th Street, Kenmore, WA 98028

www.nud.net

425-398-4400 (phone) 425-398-4430 (fax)

PUBLIC RECORDS REQUEST FORM

Requestor Information:

Name:				Requesting date:			
Email Address	Phone Number	Fax Number	Request made:	<input type="checkbox"/> by mail	<input type="checkbox"/> by email	<input type="checkbox"/> by fax	<input type="checkbox"/> in person
			Contact me:	<input type="checkbox"/> by mail	<input type="checkbox"/> by email	<input type="checkbox"/> by fax	<input type="checkbox"/> by phone
Address:							

Request Description (Please be specific enough for District staff to identify and locate the records that you are requesting. This request can only be for existing records; the District cannot do research or create reports, document or records at your request.)

We are not allowed to provide lists for commercial uses; will the above request to be used for a mailing list for commercial purpose?
 Yes No. Do you want to inspect the records? Inspect first and copy selected pages:

I understand that I must inspect or claim the requested records within 30 days of being notified by the District that the requested records are ready for inspection. The District shall close by request after that time period. ===== à

Requestor's Signature

THE SPACE BELOW IS FOR DISTRICT USE ONLY

Request received:		Search assigned to:	
Email search terms:			

Request Processed:

Estimated date for records availability:		Requestor notified on:	
Additional time? If so, how long and why?		Requestor notified on:	
Records inspected on:		Request sent to District attorney on:	
If the request is denied or withheld in part, name the exemption contained in 42.56 RCW. If request is concluded in other manner, please explain how.			

Charges: (There is no charge for record inspection. Letter-sized copies are 15 cents each)

TOTAL CHARGE:	\$	Paid on:		Receipt No:	
---------------	----	----------	--	-------------	--