



Request for Public Records

Name of Requestor:	
Email:	
Address:	
City, State, Zip:	Phone:

DESCRIPTION OF RECORDS REQUESTED:

Please be as specific as possible when completing your public records request. We will be better able to process your request if you clearly describe the records you are seeking. Your description of the records must be reasonably and sufficiently identifiable to enable us to locate the records you seek. Providing type of record, specific dates, locations, case numbers, keywords, departments, or people involved will better assist us in the search for your requested records. The City has no duty to create a record, nor is the City obligated to compile information from various records into a new record. RCW 42.56.070(8) prohibits release of lists of individuals for commercial purposes.

How do you want to receive the records? Check one:

- ☐ **Email** Receive electronic copies of the requested records when available.
- ☐ **Paper copies** Mailed to the above address. The fee is \$0.15/page +postage for paper copies. A deposit may be required.
- ☐ **Inspection** Inspect the requested records in person by appointment. At the time of inspection, you can make requests for paper copies at the rate of \$0.15/page.

Signature:	Date:
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For your convenience, you can submit a request online at

<https://www.cityofvancouver.us/government/public-records-request>

or hand deliver, mail, or email this form to:

City of Vancouver – Records

415 W 6th Street | PO Box 1995 | Vancouver WA 98668-1995

Phone: 360-487-8480 | Email: citypdr@cityofvancouver.us

Per RCW 42.56.520, the City will respond to your request within 5 business days by either providing the requested records, providing an estimate of when records will be available, or denying the request with a written explanation of the reason for the denial. Records may be redacted in accordance with RCW 42.56 and other statutes.