Public Records Request
Key Pen Parks
PO Box 70
Lakebay, WA 98349
Phone: 253-884-9240
Fax: 253-884-9249
Email: answers@keypenparks.com

REQUEST FOR PUBLIC RECORDS

I. IDENTIFICATION		
Name of requester	Date of request	Phone ( )
Representing (if applicable)	Email address	
Address	City	State/Zip code

II. NATURE OF REQUEST

Please provide a detailed description of identifiable public records. The more specific your request, the more quickly we can process and deliver responsive records.

III. DELIVERY

- ☐ **Email** (Free) - Receive electronic copies of the requested records when available. Records not available in electronic format will be mailed to you on paper at the rates below.
- ☐ **Paper copies** (15 cents per page, plus postage) via mail to the address above. A deposit may be required.
- ☐ **Paper copies** (15 cents per page). Do not mail, I will pick up. A deposit may be required.
- ☐ **Inspection only** (Free) - Inspect the records requested in person at Key Pen Parks office during regular business hours. At time of inspection, you can make requests for paper copies of documents you select (15 cents per page).

Number of copies	**Number of pages**	**Total charge**

I hereby certify that lists of names obtained through this request for public records will not be used for commercial purposes as prohibited by RCW 42.56.070(9). *I further understand that I will be charged 15 cents per page for all standard and legal sized copies reproduced.*

Requester's signature:_____ Date:_____

Please submit this form to the Key Pen Parks address at the top of this form.