Public Records Request
Community Transit
Attn: Jan McBride
Public Disclosure Officer
7100 Hardeson Road
Everett, WA 98203
425-348-7102 (phone)  425-438-6140 (fax)
Jan.mcbride@commtrans.org

Record(s) Requested: (Be as specific as possible in describing the record(s) you wish to obtain, such as date, title, subject matter, etc):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Requestor: ________________________________________________________
(Please Print)
Address: _________________________________________________________________
City: ___________________________ State: ________________ Zip: ________________
Phone: _________________________ Fax: _________________________________
Email: _________________________________________________________________

I understand there may be charges for duplication of records. A minimum of 15 cents per page for standard photocopies will be charged to the requestor as well as actual costs for other materials and postage. (Fees may be waived if less than $2.00. A schedule of public records fees may be requested from Community Transit’s Public Records Officer as indicated above.)

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes. (RCW 42.17.260/42.56.070)

Signature ___________________________ Date: ___________________

FOR COMMUNITY TRANSIT USE ONLY

Request received by: ___________________________ Date: _______________ Time: _______________

Five day response rule begins one working date after receipt of request. Rev. Feb. 2012