

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

