

**Public Records Request**

Community Transit  
Attn: Rachel Woods  
Public Disclosure Officer  
7100 Hardeson Road  
Everett, WA 98203  
425-438-6158 (phone)      425-438-6140 (fax)  
[rachel.woods@commtrans.org](mailto:rachel.woods@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]:

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Name of Requestor: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I understand there may be charges for electronic delivery or duplication of records. A minimum of 5 cents per four files or attachments will be charged to the requester for delivery of electronic records as well as 15 cents per page for standard photocopies. Actual costs are charged for other materials and postage. (Fees may be waived if less than \$2.00.) A complete schedule of public records fees is available on Community Transit's website at [www.communitytransit.org](http://www.communitytransit.org).

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

