Request #:

TOWN OF WOODWAY

23920 113th Place W. · Woodway, WA 98020
206.542.4443 · 206.546.9453 fax
http://www.townofwoodway.com

REQUEST FOR PUBLIC RECORDS

PLEASE PRINT CLEARLY

Name:	
Street Address:	
City, State, ZIP:	
Mailing Address (if different):	
City, State, ZIP:	
Telephone:	Alternate Telephone:
Email:	

I would like the public records: ☐ Available for review ☐ Photocopied (fees apply) ☐ Emailed (fees may apply)

DESCRIPTION OF REQUEST: Please be as specific as possible with the type of information you are requesting; include address of property, file name or number, owner of property, time period, etc.)

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Is the information requested a **list of individuals** to be used for a mailing list for commercial purposes? ☐ Yes ☐ No

_____ _____
Signature Date

Request Received By:	Fee:
Date:	Receipt #:
Time:	
Date Information Provided:	(Payment is to be made when information is provided.)

Responses to requests for public records will be made within five business days of receipt of request. RCW 42.56.520

Woodway's Public Records Officer is the Clerk-Treasurer - 206.542.4443 – townhall@townofwoodway.com