



City Public Records Officer
 PO Box 72, 23204 58th Avenue W
 Mountlake Terrace, WA 98043
 425.744.6235
 recordsofficer@mltwa.gov

Police Public Records Officer
 23250 58th Avenue W
 Mountlake Terrace, WA 98043
 425.670.8260
 records@mltwa.gov



REQUEST FOR PUBLIC RECORDS

Requestor Information

Date of Request: _____

Name of Requestor and/or Organization: _____

Phone #: _____ Email Address: _____

Mailing Address: _____

Mailing Address

Apartment/Unit #

City

State

ZIP Code

Type of Requestor: Individual Law firm Organization Insurer Government Incarcerated person Media
 Current or former employee Other: _____

For written communications regarding your request including, but not limited to, acknowledgement of the request, requests for clarity, and closing of the request, I prefer to be contacted: by U.S. Mail by Email

Description of Records Requested

All requests must be made for an identifiable record or class of records. The City is not required to create a new record to comply with the Public Records Act. The City is not obligated to respond to general inquiries or information requests submitted using this form. Please make your request as clear and specific as possible, including the title and date of the record(s), and when applicable, a site address, to avoid delays in locating records. If you have any questions regarding a request for records, please contact the appropriate Public Records Officer, who will assist you.

If you are requesting a Police Department record, please also identify the date of the incident, case number, and type of case, if known.

If responsive records are found, please identify if you are requesting visual inspection or if you are requesting either physical or electronic copies: Visual inspection Physical records provided by physical copy Electronic records provided by physical copy
 Physical records provided electronically (at the City’s discretion to prevent digitization from adversely impacting essential operations)
 Electronic records provided by email or otherwise electronically Electronic records, including audio and video, provided on CD

If requesting physical copies or electronic copies provided on CD, I am requesting: In person collection Mail/delivery of records

Costs for copies of public records can be found at www.cityofmlt.com/664, City Hall, and the Police Department.

Read and Sign

Please review the entire form carefully before submittal. To ensure that the City of Mountlake Terrace has received fair notice that a request is being made for public records, public records requests must be submitted in accordance with the City of Mountlake Terrace Public Records Policy. When submitting a public records request using this form, requests must be sent by mail, email, or submitted in person directly to a Public Records Officer, at the mailing address, email address, or physical location as identified at the top of this page. Police records requests should be submitted to the Police Public Records Officer, all other records requests should be submitted to the City Public Records Officer. The City’s Public Records policy, available at www.cityofmlt.com/664, City Hall, and the Police Department, provides the rules and regulations by which the City shall respond to all public records requests. This policy should be reviewed by all requestors.

 Signature of Requestor

 Date