



San Juan County Public Records Request

350 Court Street No. 5, Friday Harbor, WA 98250 • PH (360) 370-7405 • Fax (360) 370-5085

Today's Date _____ Form Completed by: _____

Requester's Name: _____

Mailing Address: _____

[CITY] [STATE] [ZIP CODE]

Email Address: _____

Phone where Requester can be reached during day: _____ - _____ - _____

Description of records (Please be as specific as possible. If known, include author, recipient, title, date or date range, etc. Attach additional sheet if necessary)

Departments and Elected Officials subject to this request (Please be specific):

Upon locating documents I request:

Inspection Only

Copy All

Inspection, then copy selected pages

Date desired: _____ [Most requests are filled within five business days] If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes. I understand that the county does not warrant the accuracy or completeness of data provided electronically.

Date: _____

[SIGNATURE]

Place: _____

FOR USE BY PUBLIC RECORDS OFFICER	
Date Received: _____	Five Day Notice Sent: _____
Request Satisfied: _____	Exemption Statement Sent: _____