



For Official Use Only
Date Received: _____

REQUEST FOR ACCESS TO PUBLIC RECORDS

1. Please indicate the public record(s) you are requesting for review:

2. Please indicate how you would like to receive the responsive records (if any)*:

- Electronically via the Kirkland Public Records Portal
- In person pick-up at City Hall
- Review records in person at City Hall (at no charge)
- Fax
- U.S. Mail

** Please note that costs may apply for scanning or copying; additional costs may apply for large formats such as plans or images that require duplication using an approved third party vendor*

The following question is optional. However, in the event we are unable to provide the records requested while you wait, some of the information may be needed to enable the City to contact you when the responsive records (if any) are available.

3. Contact Information

Name:

Phone Number:

Email:

Address:

The City is committed to providing the fullest assistance possible in providing access to its public records. The City will respond to this request no later than 5 business days after receipt, not counting the day it is received. If additional time is needed to respond, you will be informed of this at that time. Additionally, it may be determined that some of the records you requested are partially or totally exempt from disclosure. In that event, any exemption will be identified in the City's response along with an explanation describing why the exemption is applicable. For a complete explanation of the foregoing and a review of the other law relevant to public records disclosure requests, please see Chapter 42.56 of the Revised Code of Washington and Kirkland's Public Records Act Rules both of which can be accessed at City Hall located at 123 5th Avenue, Kirkland, WA 98033 or on the City's website at www.kirklandwa.gov.