



**City Public Records Officer**  
 PO Box 72, 6100 219<sup>th</sup> Street SW, Suite 200  
 Mountlake Terrace, WA 98043  
 425.744.6235  
 recordsofficer@ci.mlt.wa.us

**Police Public Records Officer**  
 5906 232<sup>nd</sup> Street SW  
 Mountlake Terrace, WA 98043  
 425.670.8260  
 records@ci.mlt.wa.us



## 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/](http://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/](http://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