



CITY OF CARNATION  
4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014  
TEL:(425) 333-4192 / FAX: (425) 333-4336

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Request Made: In person:  By Mail/Fax:  By Email:

Description of Public Record(s) Requested:

Public Record Reference Date (if known): \_\_\_\_\_

**FOR OFFICE USE ONLY**

**ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)**

1. Action Taken:  
 Request Granted       Acknowledgement; Estimated Response Date Provided (See No. 4)       Record Denied (See Nos. 5 and 6)       Record Withheld in Part (See Nos. 5 and 6)

2. Request forwarded to attorney for review: Yes:  Date Forwarded: \_\_\_\_\_ No:

3. Notification of Action Taken to Requestor: Date of Notification: \_\_\_\_\_

- a) Request granted
- b) Need for additional time  How long: \_\_\_\_\_
- c) Request denied
- d) Record withheld in part

4. If additional time needed, explain why: \_\_\_\_\_

5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: \_\_\_\_\_

6. If request denied or record withheld in part, explain how the exemption applies to this record:

7. Request received by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO  
RELEASE PUBLIC RECORDS

(\*\*TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS  
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)\*\*)

\_\_\_\_\_  
(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:

2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.

3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.

4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.

5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and Place of Signing