



REQUEST FOR PUBLIC RECORDS

A request for public records is the request for a specific and identifiable document. Please clearly describe the document you require (e.g. address, owner of property, file name, time, incident location, date, etc.).

Date of the Request: _____
Name: _____
Address: _____
Phone Number: _____ Email: _____

When records are available, please notify me by (Check one): Mail Phone Email Fax

I request copies of the following public records:

Requestor Signature _____ Date _____

Mail, email or fax this request to: Skagit PUD at 1415 Freeway Drive, P.O. Box 1436, Mt. Vernon, WA 98273
Email: PUD@skagitpud.org | Fax (360) 416-0352

PUD STAFF – FILL OUT BELOW
Person Receiving Request: _____ Date: _____
Request Made: Mail Phone Fax Email
Response Sent: _____ Date: _____
of Pages: _____ Charge: _____
Comments: _____ Date: _____

Note: Pursuant to RCW 42.56.120, you may be charged a reasonable fee for providing copies of public records. Any charges incurred must be paid prior to disclosure of the records.