



Request to Review or Duplicate Public Records

Date Stamp Recd

Name:
Company or Firm (if applicable):
Mailing Address :
City State Zip :
Contact Telephone No.(s):
Email: _____ Preferred Method of Contact: _____
Complete as many of the following items as are known or are pertinent. The records request process will be more efficient as long as the description is clear and concise to records maintained in the city administrative offices. The city has no intent to know why records are requested.
Records Requested:
Property Address (if applicable):
Year(s) Record Issued:
Date needed:
Preferred Format: <input type="checkbox"/> Photocopy <input type="checkbox"/> Email <input type="checkbox"/> CD/DVD <input type="checkbox"/> View Only
Note: The City will make an effort to have the records assembled by the preferred date and format specified and you will be contacted when the records you requested are ready. Most records are available for inspection but are the property of the City of Normandy Park. NOTHING CAN BE ALTERED, ADDED, OR REMOVED FROM CITY RECORDS. Copies of most documents may be made for a nominal fee, large requests may require installment payments. Copies of documents or lists of individuals may not be utilized for commercial purposes. This Request for Public Records will be maintained as a portion of the public record. It is possible that the City of Normandy Park will notify the affected party, owner and/or representative of your request to review a record. Allowing the inspection and copying of public records by the City of Normandy Park is not meant to waive or restrict any copyright, proprietary or other rights in said documents.

I certify that I have read and agree to comply with the above conditions.

Print Name Signature Date

Office Use - Cost: _____ TR # _____ Date Paid: _____

Updated May 2014

