



Town of Waterville Public Records Request Form

Clerk-Treasurer · PO Box 580 · 104 East Locust Street · Waterville, WA 98858
Phone: (509) 745-8871 · Fax: (509) 745-8782 · Email: waterville@nwi.net

Contact Info

Full Name				Salutation	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
Mailing Address					
City		State		Zip	
E-mail Address			Phone		

Request

Requested Records *Please provide a detailed description of identifiable public records. The more specific your request, the more quickly we can process and deliver responsive records.*

Delivery

E-mail or CD/DVD (free)

Receive electronic copies of the requested records when available. Records not available in electronic format will be mailed to you on paper at the rates below.

—OR— **Paper Copies** (15¢ per page + postage) via mail to address above (Don't mail. I will pick up.) Receive paper copies of the requested records. A deposit may be required.

—OR— **Inspection** (free)

Inspect the records requested in person at county offices during normal office hours. At time of inspection, you can make requests for paper copies of documents you select (billed at the cost of 15¢ per page).

Commercial Use

By submitting this form, pursuant to RCW 42.56.070(9), I certify that I will not use any lists of individuals that I receive in response to this request for commercial purposes.

Important: Save this form and email, or print and mail, to the address above. Please call the Public Records Officer if you do not receive a confirmation of receipt of your email within one business day.