



Public Records Request Form

Office of the City Clerk · 609 8th Street · Hoquiam, WA 98550

Fax: (360) 532-2306 · Phone: (360) 538-3969

First and Last Name:

Mailing Address:

City, State, Zip Code:

Phone Number:

E-mail Address:

Below please describe the records you are requesting. Please be as specific as possible to avoid delays in processing your request:

Please understand if a list of individuals is provided to you by the City of Hoquiam, it may not be used to promote an election of an official or to promote or oppose a ballot proposition. Also, any list may not be used for commercial purposes or to give or provide access to material to others for commercial purposes.

Pursuant to RCW 42.56.520 - Action for public record requests will be taken within five (5) business days.

Signature:

Date:

FOR OFFICE USE ONLY - INFORMATION BELOW WILL BE COMPLETED BY CITY STAFF

Received by:

Date:

Five day letter sent:

Satisfied on:

Request was denied:

Please note: All requests for the Hoquiam Police Department should be returned to Candi Wertanen via e-mail at cwertanen@cityofhoquiam.com or mailed to the Hoquiam Police Department, 215 10th Street, Hoquiam, WA 98550.

Public Records Fee Schedule

HMC 1.24.100/RCW 42.56.120

Photocopying	\$0.15 per page
Scanned records or use of agency equipment for scanning	\$0.10 per page
Electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 for every four (4) electronic files or attachments
Records transmitted in electronic format for use of agency equipment to send records electronically	\$0.10 per gigabyte
Duplicating records in non-routine formats such as photographs, cassettes, videotape.	Actual cost
Copies on Compact Disc or DVD	Actual cost