



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** **Fax** **Email**

I request copies of the following public records:

Requestor Signature

Date

Mail, email or fax this request to: Thurston PUD at 1230 Ruddell Road SE, Lacey, WA 98503 Email:
PUDCustomerService@ThurstonPUD.org | Fax (360) 357-1172

PUD STAFF – FILL OUT BELOW

Person Receiving Request:	_____	Date:	_____
Request Made:	Mail Phone Fax	Email	_____
Person Responding:	_____	Date:	_____
Response Sent:	_____	Date:	_____
Comments:	_____	Date:	_____
	_____		_____
	_____		_____