FileLocal

Washington Multi City Business License and Tax Portal Agency (FileLocal)

Public Records Request Form

(Please complete this form and send via email to Kevin.Fitzpatrick-FLO@seattle.gov or return via fax to 206-684-8286 or mail to FileLocal, Attn Kevin Fitzpatrick, Program Manager 700 Fifth Avenue, Suite 4350, PO Box 94669, Seattle, WA 98124-4669)

Date:

Name:

Firm:

Address:

City, State, Zip:

Daytime Phone Number:

Fax:

Email Address:

Preferred Method of Contact: ◯ Mail ◯ Phone ◯ Email ◯ Fax

Description of Record(s) Requested:

Charges: Charges for documents requested will be $.15 (fifteen cents) per page. Copies in excess of 50 pages or which are beyond FileLocal's technical capabilities may be sent to an outside vendor and the requester shall pay the actual cost of reproduction. Postage fees shall be charged for mailing of documents and costs may be charged for the containers used in mailing. The costs of providing electronic records vary depending on volume.

Certification: I understand that Washington Public Records Act, RCW 42.56.070, "shall not be construed as giving authority to any agency to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies shall not do so unless specifically authorized or directed by law."

I certify that access to any lists of individuals obtained through this request for public records will not be used to compile a mailing list for commercial purposes.

Signature of Requestor:

Date:

Fill out and print form. Please submit via email, mail or fax to FileLocal. Thank you.

In addition to the exemptions from disclosure specifically provided in the Public Records Act, Chapter 42.56 RCW, the following laws may apply to exempt or prohibit disclosure of specific information or records held by FileLocal: RCW 82.32.330; RCW 35.102.145; RCW 19.34.240(3); and 42 U.S.C. § 405(c)(2)(C)(viii)(I). This list of restrictions and exemptions from disclosure is not exhaustive. Other restrictions or exemptions may apply in some circumstances. See RCW 42.56.070.