Town of Yacolt
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Yacolt, WA 98675
(360) 686-3922   FAX (360) 686-3853
Townofyacolt.com

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following information is to be filled out by the person requesting records:

Date of Request: _____

Requestor's Name: _____

Address: _____

City/State/Zip: _____   Phone: _____

If this is an emergency request, indicate the date desired and please describe the nature of the emergency:

_____

Is this for commercial use: Yes   No

RECORDS REQUESTED (Please state the title and date of the record(s) being requested:

_____
_____
_____
_____
_____
_____
_____

Please describe any additional information that will help us locate the records for as quickly as possible:

_____
_____
_____
_____

Requestor's Signature: _____   **Date:** _____

FOR TOWN USE ONLY
STAFF PERSON WHO RECEIVED REQUEST: _____ DATE: _____
NUMBER OF COPIES: _____   TOTAL CHARGE: _____
STAFF PERSON WHO PROVIDED THE RECORDS: _____ DATE: _____