



REQUEST FOR PUBLIC RECORDS

S.E. THURSTON FIRE AUTHORITY
709 MILL RD SE
YELM WASHINGTON 98597
(360) 458-2799

INSTRUCTIONS:

Requestor completes REQUESTER section and PUBLIC RECORDS/ INFORMATION REQUESTED. Attach legal or other explanatory documents.

FOR OFFICE USE ONLY

Date

Time

am pm

Request received by

This completed form is an open public document and may be released to any requester. Unless otherwise notified, agency response will be completed within five (5) working days.

Name of Requester

Phone

Fax

Address

City

State

Zip

Email Address

How would you like to receive this request: ☐ Pick up ☐ Mail to above address ☐ Email ☐ Fax

PUBLIC RECORDS/INFORMATION REQUESTED

(If illness or injury is involved, attach **Authorization to Release Health Care Information** form)

I wish to ☐ inspect; or ☐ receive a copy of the following specific record(s):

How was request made:

☐ In person☐ Fax☐ Mail☐ E-mail

(attach Request)

To assist with record identification, list date and address of incident for the records you seek, if known.

AGENCY RESPONSE☐ Allow Access☐ We do not have the record(s)☐ Deny Access

Charge is \$1.00 for each photocopy, plus the cost of any postage and container used to mail the records.

The records you have requested are legally exempt from public disclosure by the following authority:

Authorized Signature:

Date:

REQUESTER NOTIFICATION

S.E. Thurston Fire Authority has produced documents for this Public Records Request and fulfilled this request via:

☐ By Mail☐ By E-Mail Name of person notified: _____ Date: _____ Time: _____ am pm☐ In Person

Signature of notifying person: _____

I certify that the information obtained through this public record request will not be used for commercial purpose.

Recipient's Signature: _____ Date of Receipt: _____

S.E. Thurston Fire Authority is now closing this request.

The Public Records Act one-year statute of limitations to seek judicial review has started to run because S.E. Thurston Fire Authority does not intend to further address the request. The requester may ask follow-up questions within 15 days.