

INSTRUCTIONS:

Requestor completes **Section B** and returns to the Public Records Officer.

Public Records Officer or designee completes Section C and D.

Public Records Officer completes **Section A** and routes to appropriate department.

Whatcom Transportation Authority
Public Records Officer • 4011 Bakerview Spur • Bellingham, WA 98226 Phone (360) 676-7433 • email: RecordsRequests@ridewta.com

Section A: WTA USE ONLY

Date Request Rec'd

Request Number

Fulfilled by Dept.

Request Rec'd By

REQUEST FOR PUBLIC RECORDS RCW 42.56

This completed form is an o	pen public document and ma	y be released to any reques	tor.			
Section B - Request	or / Records Request	Information				
Requestor Name:		Phone Number:	Email Address:			
·		()			.com	
Address:		City:	State:	Zip:		
I wish to: ☐ inspect	□ receive a copy of the follo		Request made:			
31		□ in person				
				□ by phone		
				□ by fax □ by mail		
				□ by mail		
				Attach request if applicable	le.	
If record/s concern individual/s other than Requestor, please state name/s:				If this request is for a list of individuals, is the list to be		
			used for commerc	· ·	□ NI=	
Cignoture of Doguester	Data of Dogwood	□ Yes	□ No			
Signature of Requestor			Date of Request			
<u>→</u>						
<u>'</u>						
Section C – WTA Re	sponse					
ocolion o WIA Ro	оронос					
□ ALLOW ACCESS Charge is \$.15 per page for copies. See Fee Schedule for other charges. No charge under \$5.						
□ WE DO NOT HAVE THE R	ECOPD/S					
WE BO NOT HAVE THE K	ECOND/3					
□ DENY ACCESS The requested records are legally exempt from public disclosure by the following authority:						
Section D - Request	or Notification					
Person contacted:			Date:	Time:		
					/	
□ by mail □ by phone □ I made WTA's final response as stated.					am / pm	
□ in person □ by email □ by email □ imade Witte imate response as Employee Signature:						
,		\rightarrow				
	ACKNOW	LEDGE RECEIPT OF R	RECORDS			
Staff time estimate:	Fee satisfied, if any:	Request Fulfilled:				
	\$	\rightarrow		Date:		

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