



# Public Records Request

Request #: \_\_\_\_\_

**City of Lake Forest Park** [PublicRecords@CityofLFP.gov](mailto:PublicRecords@CityofLFP.gov)

17425 Ballinger Way NE  
Lake Forest Park, WA 98155

Phone: 206-368-5440 | FAX: 206-364-6521

*This form is a public record and may be released to any requestor.*

## CITY RECORDS

### REQUESTOR DETAILS

Name:	Phone Number:	Email:
Address:	City, State:	Zip:

**DESCRIPTION OF RECORDS** *Provide as much information as possible to assist staff in locating the records quickly. I.e. specific dates or date ranges, document titles, names, addresses, parcel numbers, etc. Attach a separate page if needed.*

If record(s) concern individual(s) other than requestor, state names:

If this request is for a list of individuals, is the list to be used for commercial purposes?  YES  NO

**HOW WOULD YOU LIKE TO RECEIVE YOUR RECORDS?**  PAPER COPIES  ELECTRONIC COPIES (e-mail)

**FEE SCHEDULE FOR COPIES** *Complete fee schedule can be found on the city's website - cityoflfp.gov*

Review records by appointment at City Hall	No fee
Printed Copies	\$0.15/pg (8.5x11")
Scanning of physical documents	\$0.10/pg (8.5x11")
Sending of electronic copies	\$0.10/0-1GB (i.e. 0.5GB = \$0.10; 1.5GB = \$0.20)
Scanning/copies requiring outside services (e.g. oversized); postage	At cost