

# VALLEY WATER DISTRICT

14515 PIONEER WAY EAST  
PUYALLUP WA 98372  
Phone: 253-841-9698  
Fax: 253-770-8959  
E-mail: [billing@valleywaterdistrict.com](mailto:billing@valleywaterdistrict.com)

## Request for Public Records

Date of Request: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Select one:**

Request to Inspect Records

Request for Copies

**Description of Request**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that if the information obtained through this "Request for Public Records" consists of a list of individuals, that it will not be used for commercial purposes.

\_\_\_\_\_  
Signature

Requestor will be notified within five business days that documents are ready for inspection or copies are ready for pick up. If it is not feasible for the request to be filled within five days, an estimated date of completion will be given within the first five days after the request is received.

**FOR DISTRICT USE ONLY**

Action taken on request: \_\_\_\_\_

\_\_\_\_\_

Name of person taking action: \_\_\_\_\_

Date action taken: \_\_\_\_\_

Date picked up: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

No. of copies: \_\_\_\_\_

Per page fee: \$ 0.15

Total Charge: \$ \_\_\_\_\_

Receipt No: \_\_\_\_\_