

REQUEST FOR PUBLIC DOCUMENTS

Please complete the following. The information you request will usually be made available within five to ten business days. Please note that while requests for public documents are fulfilled as soon as possible, the RCW provides the PDA 5 business days within which to respond to your request for public documents. As such, a letter will be mailed to you indicating when the materials are available for your review and/or copying, within 5 business days of receipt of your request.

The following information must be completely filled out or the request will not be filled.

Your Name: _____

Mailing Address: _____

Daytime Phone: (____) _____

Description of information: Please give a detailed description for each requested item including dates, the nature of the documents/information, parties involved, etc.

No fee is charged for in-office inspection of public information. If photocopies are desired, a fee of \$0.10 per page will be charged.

Request for Mailing Lists:

Commercial use of mailing lists is prohibited; as such, your signature is required below*. Other requests for mailing lists will be accommodated on a time-available basis and shall not disrupt the schedule of normal computer functions.

Labels: _____
(\$10.00 per mailing list up to 3 pages. \$5.00 each subsequent 1-3 pages)

Computer printout: _____
(\$1.00 per page. Printed in label format on 8-1/2 x 11 white paper.)

*I, _____, certify that the mailing list(s) requested above will not be used for
(print name) **commercial purposes.** _____
(signature and date)

The Pike Place Market PDA is a non-profit, public corporation chartered by the City of Seattle. As such, the PDA must follow the regulations for public information and disclosure (RCW 42.17.250—Public Records).

For Office Use Only:

Amount Due: \$ _____

Payment Received: _____

Request Received by: _____ Date Received: _____ Request Filled by: _____ Date Filled: _____

Request unable to be filled because (note if information is confidential or otherwise not subject to public disclosure—requests not filled must be approved by Executive Director):
