



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

REQUEST FOR PUBLIC RECORDS RCW 42.56

Request No:

This completed form is an open public document and may be released to any requestor.

Requestor Information

Requestor Name:	Phone Number: ()	Email Address:
Address:	City:	State: Zip:

Requests for Video:

Date:	Timeframe:	Route #:	Bus #:
Direction:	Location:		

Please provide a detailed description of the video you are requesting:

Requests for other Records:

Please provide a detailed description of the records you are requesting:

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 commercial purposes? RCW 42.56.070(8) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please identify how you would like to view the video or other records:

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Inspect the records at WTA office | <input type="checkbox"/> Receive hard copies via (select one) mail <input type="checkbox"/> or pickup <input type="checkbox"/> |
| <input type="checkbox"/> Receive electronic copies via email | <input type="checkbox"/> Receive electronic records on a flash drive via (select one) <input type="checkbox"/> mail <input type="checkbox"/> or pickup <input type="checkbox"/> |

Submit completed form to: Public Records Officer
Whatcom Transportation Authority
4011 Bakerview Spur
Bellingham, WA 98226
Email: Recordsrequests@ridetwta.com

Signature of Requestor 	Date of Request:
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WTA USE ONLY

Date Request Rec'd: 5 Day Notice Due:

Request Number

Request made:

☐ In person ☐ By phone☐ By Email ☐ By mail

Request Received by: Request Fulfilled by:

Date Fulfilled: Records delivered via:

Total Staff time spent: Fee, if any:

NOTES: