



17630 100<sup>th</sup> Avenue S.W.  
Post Office Box T  
Vashon Island, Washington 98070  
Phone: 206/463-9007 Fax: 206/463-1262  
e-mail: water19@water19.com

## PUBLIC RECORDS ACT REQUEST FORM

Today's Date/Time: \_\_\_\_\_

Water District 19 is committed to responding to your request for public records in a prompt and efficient manner. In order for us to process your request, we need a clear, specific description of the records that you would like.

Please identify the records:

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YOUR NAME: \_\_\_\_\_ (Please PRINT)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

You may make an appointment to inspect the responsive records free of charge. If you wish to obtain copies, pursuant to RCW 42.56.070(8) and RCW 42.56.120, we charge \$0.15 per page, plus the cost of postage if the records are mailed to you. If you wish to receive a CD instead of paper copies, we charge \$7.50 per CD, plus postage if you wish to have the CD mailed to you.



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Today's Date: \_\_\_\_\_ Requester's Name: \_\_\_\_\_

**COMMERCIAL PURPOSE DECLARATION**  
**Public Records Requests under RCW 452.56 for Lists of Individuals**

**PUBLIC RECORDS ACT REQUEST FORM**

You or your organization or business has requested a list of individuals from a public agency.

The Washing State Public Records Act (PRA) at RCW 42.56.070(9) directs that:

This chapter shall not be construed as giving authority to any agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall not do so unless specifically authorized or directed by law: PROVIDED, HOWEVER, That lists of applicants for professional licenses and of professional licensees shall be made available to those professional associations or education organizations recognized by their professional licensing or examination board, upon payment of a reasonable charge therefor: PROVIDED FURTHER, that such recognition may be refused only for a good cause pursuant to a hearing under the provisions of chapter 34.05 RCW, the Administrative Procedure Act.

The PRA at RCW 42.56.080 authorizes agencies to require a requester to provide information as to the purposed of a request "to establish whether inspection and copying would violate RCW 42.56.070(9)."

The Washington State Court of Appeals ruled that in responding to a public records request that includes a list of individuals, an agency must investigate if that list might be used for commercial purposes, in order to comply with the obligations of RCW 42.56.070(9). *SEIU Healthcare 775NW v. State*, 193 Wn. App. 377, 377 P.3d 214 (2016). The Court also ruled that information to be provided by a requester to an agency includes the purposed of the request, the identity of the requester, the nature of the records requested, and other information necessary to determine if the list of individuals can be provided under RCW 42.56.070(9).

**Instructions:**

**In order to ensure compliance with this obligation please complete the declaration on the reverse of this form and return it to the Public Records Officer.** If our agency does not receive a completed declaration, we will be unable to process your request for the list and the request for the list will be administratively closed. If we have questions for you after you complete the declaration, we will contact you. Therefore, make sure you also provide contact information at the bottom of the declaration.

- **Return this completed declaration form (both sides) to the Public Records Officer or other designated person at: 17630 100<sup>th</sup> Ave SW, Vashon, WA 98070**

This declaration is a public record.

**DECLARATION UNDER PENALTY OF PERJURY**

1. I have requested a list of individuals from Water District 19
2. I am requesting the list of individuals on behalf of (specify which one applies):  
 My Own Personal Behalf (*skip to 3.*)  
 Organization or Business (*complete a. -d. before proceeding to 3.*)
  - a. If an organization or business, name of the organization or business is:
  - b. If an organization or business, the purpose of the organization or business is:
  - c. If an organization or business, the mailing address and website address are:
  - d. If an organization or business, (i) it is a professional association or educational organization recognized by the professional licensing or examination board, and (ii) the request is for a list of applicants for professional licenses and of professional licensees of the subject area of the association or organization:  Yes  No
3. The purpose in making this request for the list of individuals is:
4. I or the organization/business intend to generate revenue or financial benefit from using the list of individuals:  Yes  No
5. I or the organization/business intend to solicit money or financial support from any of the individuals on the list:  Yes  No
6. I or the organization/business intend to make individuals on the list aware of business commercial entities, business/financial enterprises or business/financial opportunities:  Yes  No
7. I or the organization/business intend to supply or sell the list of individuals to any organization or business, third party individual (someone other than myself or the organization or business listed in paragraph 2), or any other entity:  Yes  No  
>If yes, to whom:
8. I or my organization/business attest that another law authorizes or directs the agency to provide me or my organization/business the list of individuals requested:  Yes  No  
>If yes, provide specific citation:

**I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I certify under penalty of perjury that I have read the first page of this declaration form and I understand that a list of individuals cannot be provided to me or to my organization or business by a public agency if the list will be used for a commercial purpose. I certify under penalty of perjury that any list of individuals I or my organization or business receive pursuant to request dated \_\_\_\_\_ to the Water District 19 will not be used for any commercial purpose in violation of RCW 42.56.070(9).**

DATED this \_\_\_\_\_ of \_\_\_\_\_, 2017 in \_\_\_\_\_  
(Day) (Month) (City, State)

\_\_\_\_\_  
**Signature of Declarant** **Print Name**

**Declarant's Title (if any):**

**Declarant's Contact Information (Phone or email, or both):**