



# Research request form

For all regular information requests, complete this form and submit to [permitrecords@kingcounty.gov](mailto:permitrecords@kingcounty.gov).

Contact Information				
NAME	PHONE NUMBER	EMAIL ADDRESS		
MAILING ADDRESS (if applicable)		CITY	STATE	ZIP CODE
Information Requested				
REQUEST DATE	PARCEL NUMBER			
SITE ADDRESS				
DETAILED DESCRIPTION OF REQUEST				
<p><b>Do Not Use this form for Public Records Act requests.</b>            To request records under the <b>Public Record Act</b> (RCW 42.56) please email <a href="mailto:pra.requests@kingcounty.gov">pra.requests@kingcounty.gov</a>            or submit online at <a href="#">Public Records Program - King County</a></p>				

## Research Request Form, continued

### Fees

Charge	Paper Files	Electronic Files	Totals
Reproduction	\$0.15 per page, 8.5"x11" \$0.60 per oversize sheet	\$0.01 for 4 digital files, plus \$0.10 per GB	
Material (if applicable)	N/A	\$1.00 per compact disk \$3.00 per thumb drive	
Digitization (if applicable)	N/A	\$0.10 per page of non-digital source document(s)	
Certified Copy	\$2.00 for first page and \$1.00 for each additional page	N/A	
Postage (if applicable)			
(Fees totaling less than \$2.00 will be waived)		Total Cost	

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