



City of Ocean Shores

PO Box 909
Ocean Shores, WA 98569
(360) 289-3099
FAX (360) 289-0376

Public Records Request

Pursuant to RCW 42.17.250-340, Public Records shall be available for inspection and copying. Persons wishing to inspect or copy city records shall first make such request to the City Clerk in writing.

Pursuant to OSMC 1.12.040, photocopies shall be made and provided by the City upon request and payment of the following fees to cover the cost for photocopies:

- A. Fifteen cents for each page photocopied;
- B. Two dollars additional for the certification of each document;
- C. Blue prints, maps, etc. at reproduction cost.

If you have any questions, please contact the City Clerk at (360) 289-3099.

Signature _____

Print Name _____

Company _____

Address _____

Phone _____

Date _____

Received by: _____

Disposition of: _____

Amount due: _____ Date Closed: _____ By: _____

After the request is completed, this form and any appropriate documents are filed at City Hall in the City Clerk files.