



Public Records Request Form

1801 Roeder Avenue, Bellingham WA 98225
360-676-2500 publicrecords@portofbellingham.com

Contact Information

Date of Request:

Full Name:

Mailing Address:

City: State: Zip Code:

E-mail Address: Phone Number:

Division:

- | | |
|-----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Airport (BLI) | <input type="checkbox"/> Commission, Executive, Finance |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Facilities, Engineering |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Maritime |
| <input type="checkbox"/> Meetings & Events | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Other <input type="text"/> | |

Request Records: Please provide a detailed description of identifiable public records and any additional information that will help locate them as quickly as possible.

Delivery:

- | | | |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------|
| <input type="radio"/> Electronic Delivery | <input type="checkbox"/> E mail | <input type="checkbox"/> Cloud-transfer |
| <input type="radio"/> CD/DVD or Flash Drive | <input type="checkbox"/> Do not mail, I will pick up. | |
| <input type="radio"/> Paper Copies | <input type="checkbox"/> Do not mail, I will pick up. | |
| <input type="radio"/> Inspection (At the time of scheduled inspection, a request can be made for copies of records.) | | |

Fees: For complete fee information, please see reverse side of this form.

Commercial Use: By submitting this form, pursuant to RCW 42.56.070(9), I certify that I will not use any lists of individuals that I receive in response to this request for commercial purposes.

Response: Save this form and e-mail, or print and mail, to the address above. Please call or email the Public Records Officer if you do not receive a confirmation of receipts of your e-mail within five business days.

Updated January 2018

Port of Bellingham – Public Records Act Fee Schedule

Based on information provided by the Washington State Attorney General’s Office
This fee schedule applies to all public records requests submitted December 19, 2017, and later¹

Paper Copies	A per-page charge for hard copies of requested records. B&W or color. 8 ½ x 11; 8 ½ x 14; 11 x 17; double-sided or single-sided.	15 cents per page
Scanned Copies	A per-page charge for converting a record from a paper copy to an electronic format.	10 cents per page
Records uploaded to email and/or a cloud-based service	A charge for uploading digital records (audio, electronic, documents, photo, and/or video) to email or a cloud-based transfer service such as Dropbox or WeTransfer.	5 cents each per every 4 electronic files or attachments
Records transmitted in electronic format	A charge for records provided by electronic delivery (email and/or a cloud-based service such as Dropbox or WeTransfer).	10 cents per gigabyte (GB)
Digital Storage Media Device	Customer can request records to be delivered on a USB drive, CD/DVD, and other portable storage devices.	Actual Cost
Mailing Materials	Material to package records for mailing.	Actual Cost
Postage	If a customer requests records to be delivered by U.S. Postal Service.	Actual Cost (based on weight)
Outside Vendor	Outside vendors can be used for unusual formats, large quantities, or when a customer requests delivery of copies faster than the Port can process.	Actual Cost (charged to Port)

Charges can be combined if more than one type of charge applies.

The Port of Bellingham waives fees for production of records if production totals less than \$1. Production of records does not include actual cost of digital storage media device, envelope, and postage. The Port of Bellingham always charges actual costs of digital storage media device, envelope, and postage (if applicable).

¹ Authorized by the Port of Bellingham Commission on December 19, 2017 by Resolution No. 1367, with authorization to be amended by Port staff as needed.