



Research request form

For all regular information requests, complete this form and submit to 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				
Do Not Use this form for Public Records Act requests. To request records under the Public Record Act (RCW 42.56) please submit your request online through the Public Records Portal at Public Records Program - King County				

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

FOR STAFF USE