



Griffin Fire Department

Thurston County Fire Protection District 13

Public Records Request Form

To help us process your request and provide any necessary follow-up, please provide sufficient information so we can best complete your request. Incomplete details may limit our ability to fulfill your request.

In accordance with RCW 42.56.520, the fire district will acknowledge your request within five (5) business days of receipt. This acknowledgment may include an estimate of the time needed to provide the records, a request for clarification, or a response with available records.

Name of Requestor: _____ Phone: _____

Email: _____ Mail Address: _____

Records Requested (please be as specific as possible, if more space is needed, you may attach an additional sheet of paper):

Date Range (if known): From _____ To _____ Dept/Topic: _____

Preferred Delivery Method (check one):

☐ Email ☐ Mail ☐ In-person Inspection ☐ Pick Up

☐ This request is NOT for commercial purposes ☐ This request IS for commercial purposes

Need help? Contact us at 360-866-9000 or admin@griffinfd.org or visit our office at:

3707 Steamboat Loop NW

Olympia, WA 98502

For Office Use Only:

Date Rec'd	Staff Initials	Method Rec'd	Request #
		☐ Email ☐ Mail ☐ In Person ☐ Phone	

Ack'd in 5 days? ☐ Yes ☐ No Date: _____ Clarification Needed? ☐ Yes ☐ No

Records Provided: ☐ Full ☐ Partial ☐ Denied Date: _____

Fees: \$_____ Paid? ☐ Yes ☐ No

Completed: _____ Notes: _____