CLOVER PARK
TECHNICAL COLLEGE

**REQUEST FOR PUBLIC RECORDS**

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| **Date:** |
| **Name:** |
| **Company:** |
| **Address:** |
| **Phone:** |
| **Email:** |
| **Identify in DETAIL the records/documents that you are requesting: (Use additional pages if necessary)** |
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**Notice:** Requests for public records received after business hours (M-F, 9am to Noon and 1pm to 4pm) or on weekends and holidays (legal holidays and holidays established by the College calendar), are not deemed received until the next business day.

**MAIL/EMAIL YOUR REQUEST TO:**

**Attn: Public Records Officer**

**Clover Park Technical College**

**4500 Steilacoom Blvd SW Lakewood, WA 98499**

**Email: publicrecords@cptc.edu**