

## **EXHIBIT "B" TO RESOLUTION 16-08** PORT OF VANCOUVER, U.S.A. REQUEST FOR ACCESS TO PUBLIC RECORDS

(Print or type) Name of person accepting request: \_\_\_\_\_\_ Department: Time:\_\_\_\_\_ Date of Request: **Request received:**  $\square$  In person  $\square$  By fax By mail By electronic means **Section One: REQUEST FOR RECORD(S)** (to be completed by requester – please print or type) Requester's Name:\_\_\_\_\_\_ Telephone #:\_\_\_\_\_ Address: Action Requested: For inspection only (available at the Port administrative offices during Port office hours.) Copy(ies) to be delivered: By mail Pickup in person By fax: By electronic means: Copy fee is 15¢ per page or actual costs as charged by copy service, CD's/DVD's are \$2/each, plus actual costs of postage & handling. **RECORD(s) REQUESTED:** Please be specific. Signature of Requester: Date: I.D. may be required for verification Section Two: PORT OF VANCOUVER RESPONSE (Refer to Port Resolution #16-08, Public Access to Port Records) The record(s) you requested are available as requested. Total # of copies = \_\_\_\_\_x \$ \_\_\_\_\_+ (\$ \_\_\_\_\_\_postage/handling) = \$ \_\_\_\_\_\_. Please forward payment before documents can be released. Your request has been received and is being processed, and it will be ready by: Additional information is needed to process your request. (See remarks below). The record(s) you requested is exempt from inspection. (See remarks below). We do not have the record(s). (See remarks below). **REMARKS:** 

Signature: