Record Request Reduced Fee/Waiver Application

The Bureau of Development Services will consider reducing or waiving fees associated with Public Records Requests on a case-by-case basis.

A waiver may be available in cases where the Records Requestor has documentation of little or no income or another hardship.

The Records Requestor must submit a completed waiver application and Uniform Records Request Form in order to determine waiver eligibility. They must also provide an explanation, current federal tax return, statement of benefits from a social service agency, or other documentation showing current income. We understand that the information we are requesting may contain confidential information such as your Social Security number. You may redact such information before providing us a copy. The Records Requestor will be notified regarding the waiver application results within 7 business days. However, an exact turnaround time is not guaranteed.

RECORDS REQUESTOR: Complete and return this form to: Waivers, Records Requests, City of Portland, Oregon, Bureau of Development Services, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201. Or you may FAX it to 503-823-4172. **Please print legibly**.

Property Address:			
Records Requestor:			
Mailing Address:			
City:	State:	Zip Code:	
Day Phone:	Alternative Phone:		
Signature:	Date:		

Please note that per ORS 192.502(4), confidential submissions (complainant information) are exempt from disclosure under the Oregon Public Records Law. Complainant information shall be redacted from all public record requests made by the public.

Income-based waiver: Total annual household* income is _____
*All persons 18 years of age or older.

Type of property is: ❑ Commercial ❑ Residential ❑ Combined Use

If resident, is it: ❑ Occupied ❑ Vacant

If occupied: ❑ Owner, give total number of people living in the household _____

❑ Tenant(s), give total number of people living in the household _____

❑ Other _____

The Income-based waiver will be considered on a case-by-case basis. Documentation must include a copy of the property owner's current federal tax return; a statement of benefits from a social service agency; or other documentation showing income.

Additional Comments: