

**Coos County Airport District (CCAD)
Public Records Request Form**

Submit this completed request to Airport Administration by:

- Mail at 1100 Airport Lane, North Bend, OR, 97459
- Fax at 541-751-1010
- Email at info@flyoth.gov

Please fill out each field in the form below to request public records from the CCAD. You will receive a receipt of submittal by email when your request is received.

Requester
Name: _____ **Date of**
Request: _____

Organization Name
(if applicable): _____

Mailing
Address: _____

City *State* *ZIP Code*

Phone: _____ **Email** _____

Provide a detailed description of the documents you are requesting:

I request that the documents be provided in the following format:

- ☐ I wish to arrange an opportunity to personally inspect the requested records.
- ☐ I wish to receive a hard (paper) copy of the requested records.
- ☐ I would like to have these records provided to me an electronic format.

Signature: _____ **Date:** _____

Your signature indicates that you understand that the CCAD will respond to your request by email as soon as practicable. You understand that there may be costs related to this request based on the fee structure adopted by the CCAD and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.