



# Washington County Health Department

1302 Pennsylvania Avenue, Hagerstown, MD 21742

washcohealth.org  
facebook.com/WashHealth

## REQUEST FOR RECORDS RETRIEVAL

Information requested:    Septic                       Well                       Perc Test

Property Location: \_\_\_\_\_  
\_\_\_\_\_

Previous Road Name (If renamed): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section: \_\_\_\_\_ Lot #: \_\_\_\_\_

**For Septic and Well Information, complete the following:**

Year system was installed or age of dwelling (Required): \_\_\_\_\_

Name of owner when well/septic installed (Required): \_\_\_\_\_

Name of builder: \_\_\_\_\_

Has septic system been repaired?  No    Yes\*   \*If yes, approx year of repair \_\_\_\_\_

Name of owner at time of repair \_\_\_\_\_

Well tag number: \_\_\_\_\_ (Example WA-00-0000)

**For Percolation Test Information:**

Year perc test was performed \_\_\_\_\_

Name of person who applied for perc test: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone \_\_\_\_\_

How do you want to receive information? Email \_\_\_\_\_

Fax: \_\_\_\_\_

Other \_\_\_\_\_

**Cost: \$15.00 Processing Fee, Per Request or Parcel**



Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

**\*\* Checks payable to Washington County Health Department**

**NOTE: This process can be time-intensive and there is no guarantee that information will be found. Every effort is made to retrieve information in a timely manner. A response is usually within 24-48 hours; however, sometimes it may take up to a week or more to do the research based the adequacy of information provided on this form and office staffing.**

Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Rev July 2018

ENVIRONMENTAL HEALTH

240-313-3400 Voice • 240-313-3391 TDD • 240-313-3424 Fax