



Request for Disclosure of Public Records Under Washington State PRA 42.56

Date of Request: _____

Requester Information

Full Name: _____
Company: _____
Mailing Address: _____
City, State, Zip: _____

Phone: _____
Email: _____

Records Requested

Please describe the records you are requesting along with any additional information that may help us locate the records for you as quickly as possible. If more space is needed, please attach pages or include additional details and information in your cover letter or email.

Records Response

I wish to inspect the record(s) in person at no charge.

I wish to receive copies of the record(s) requested – I understand that fees may be charged for duplication of records per Board Policy and Procedure [4340P](#). Please make my records available by:

US Mail (postage fees will be assessed)
In person pick up
Email (if possible)

There is no charge to inspect public records. Duplication of records may be available in paper or electronic format. Fees may be assessed for paper copies, scanned copies, and electronic records that are provided on a USB drive, as noted in the fee schedule below. Electronic records that can be emailed will be available at no charge.

Fees (RCW 42.56.120):

Paper copies: \$0.15 per page (we provide the first 15 copies free to each requester on an annual basis; per page charge begins with the 16th impression)
Scanned copies: \$0.05 per page
USB Drive: \$3.50 (cost of USB flash drive)
Mailing: Actual cost of postage

For business office use only

Date Received: _____
Department: _____
Fees Assessed: _____

Tracking No: _____
Total Pages: _____
Date Paid: _____