



PUBLIC RECORDS REQUEST

A public records request is the request for a specific and identifiable document. Please clearly describe the actual document you are requesting. Documents responsive to a public records request will not be mailed until all applicable disclosure fees are paid.

Date of request: _____

Name: _____

Address: _____

I request to inspect my central file. DOC number: _____

This request has been previously submitted or is currently with the Department.

Date of original request: _____

Original request submitted to: Name: _____

Address: _____

I request copies of the following public records. Include name and DOC number if requesting records for a current/former incarcerated individual or supervisee.

Requester signature

Date

Submit this request to the Public Records Unit at P.O. Box 41118, Olympia, WA 98504

DEPARTMENT EMPLOYEE - FILL OUT BELOW

Person receiving request: _____ Date: _____

PDC (or designated person responding to request): _____ Date: _____

Response sent: _____ Date: _____

Further response(s): _____ Date: _____

Date: _____

Date: _____

Date: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Public Records Request file