

**WAC 357-49-023 For purposes of this chapter, how must documents be filed with the director?** (1) **Filing by mail:** Director's review requests are considered filed when received in the director's review office in Olympia, Washington.

(2) **Filing by fax:**

(a) Documents by fax are considered filed when a legible copy of the documents is received. If transmission begins after office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays, the document will be deemed filed on the next business day.

(b) Documents by fax must have a cover page identifying the addressee; the person making the transmission, including the address, telephone and fax number; the review to which the document relates; the date of transmission; and the total number of pages included in the transmission.

(c) The person attempting to file by fax bears the risk that the papers may not be timely received or legibly printed, regardless of the cause. If the fax is not legible, it will not be considered sent.

(3) **Filing by electronic mail (email):** If the document is sent after office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays, the document will be deemed filed on the next business day.

[Statutory Authority: Chapter 41.06 RCW. WSR 16-11-058, § 357-49-023, filed 5/13/16, effective 6/20/16; WSR 06-03-070, § 357-49-023, filed 1/12/06, effective 2/13/06.]