

**WAC 388-14A-2110 How do I make a request for disclosure of DCS public records?** (1) You can make a request for disclosure of most DCS records either orally or in writing. If you are requesting whereabouts information, see subsection (2).

(2) You must submit a request for disclosure of a parent or child's address in writing or in person, with satisfactory evidence of identity, at any office of the division of child support (DCS).

(a) If the request is made by your attorney, DCS may waive the provisions regarding submission in person with satisfactory evidence of identity.

(b) If you are unable to appear at a DCS office in person, DCS may waive the provision requiring submission in person if you submit a notarized request for disclosure. DCS can provide a form which contains all the required elements for an address disclosure request.

(c) The person seeking disclosure must attach the following to a request for disclosure of an address:

(i) A copy of the superior court order on which the request is based. DCS waives this provision if DCS has a true copy of the order on file;

(ii) A sworn statement by the individual that the order has not been modified; and

(iii) A statement explaining the purpose of the request and how the requestor intends to use the information.

[Statutory Authority: RCW 26.23.120, 74.08.090. WSR 02-07-091, § 388-14A-2110, filed 3/19/02, effective 4/19/02; WSR 01-03-089, § 388-14A-2110, filed 1/17/01, effective 2/17/01. Formerly WAC 388-14-030 and 388-14-035.]