

**WAC 208-12-070 Procedure to request public records.** (1) Many public records are available for inspection on the department's web site, [www.dfi.wa.gov/public-records-index](http://www.dfi.wa.gov/public-records-index), at no cost. Requestors are encouraged to view the records available on the web site prior to submitting a records request.

(2) Any person seeking to inspect or copy public records of the department should make the request in writing on the department's request form, available at [www.dfi.wa.gov/public-records-index](http://www.dfi.wa.gov/public-records-index), by letter, fax, email addressed to the public records officer at [dfipublicrecords@dfi.wa.gov](mailto:dfipublicrecords@dfi.wa.gov), or by submitting the request in person at the department's administrative office. The request should include the following information:

(a) The name of the requestor;

(b) Contact information such as address, telephone number, email address, or other preferred contact information;

(c) The address where copies of records are to be mailed or emailed, or notification that the requestor wants to examine the records at the department's administrative office;

(d) An identification or description of the public records adequate for the public records officer or designee to locate the record or, if the record requested is referenced within the department's public records index, a reference to the requested record as it is described in the index; and

(e) The date and time of the request.

(3) The department may inquire about the reason for a request for a list of individuals to determine whether the list will be used for commercial purposes.

(4) The department's public records officer or his or her designee may accept, by telephone or in person, requests for public records that contain the above information. If the public records officer or designee accepts such a request, he or she will confirm the receipt and substance of the request in writing.

[Statutory Authority: RCW 43.320.040, 42.56.040, 42.56.100, and 42.56.120. WSR 18-13-104, § 208-12-070, filed 6/19/18, effective 8/1/18. Statutory Authority: RCW 43.320.040 and 42.17.250. WSR 96-14-082, § 208-12-070, filed 7/1/96, effective 8/1/96.]