

Public Record Information Release Request

- A charge and/or deposit may be imposed for providing copies of public records (*RCW 42.56.120, WAC 308-10-040, WAC 308-300-280*).
- Send your completed request to:
 Department of Licensing
 Attn: Public Records Officer
 P.O. Box 2957
 Olympia, WA 98507-2957

Requester's name (<i>please print company/individual</i>)	Date
Requester's mailing address (<i>number, street, city, state, ZIP</i>)	Telephone no. ()
Type of records(s) or specific record requested	
Purpose for which information will be used (<i>explain who will use it and how it will be used.</i>)	
Will personal information be provided to others? <input type="checkbox"/> No <input type="checkbox"/> Yes Will record holder be personally contacted? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>explain above</i>)	
Output/Media requested: <input type="checkbox"/> List Labels: <input type="checkbox"/> Cheshire <input type="checkbox"/> Adhesive type Magnetic tape: <input type="checkbox"/> ASCII <input type="checkbox"/> EBCDIC <input type="checkbox"/> Telephonic <input type="checkbox"/> Microfiche <input type="checkbox"/> Photocopy <input type="checkbox"/> Computer printout <input type="checkbox"/> File transfer protocol	
<input type="checkbox"/> Washington State, or <input type="checkbox"/> Specify which counties: _____	

If this request is from a non-profit organization or corporation, proof of non-profit status must be attached.

Documents appropriate to identify requester as a non-profit organization

1. Copy of Articles of Incorporation, filed with the Secretary of State, or
2. Copy of Tax Exempt Status from the Internal Revenue Service. 501(c)(3), or
3. Other documents (as guided by Title 26 of the Internal Revenue Code) which have been reviewed and approved by the Public Disclosure Officer.

Documents appropriate to identify requester as a business entity

1. A copy of the requesting entity's unexpired Washington Registrations and Licenses document (Master Business License), or City, or County Business License, or
2. For businesses outside this state, a copy of the unexpired business license issued by the out-of-state jurisdiction where the business entity is authorized to do business.

Agreement to protect lists of individuals from use for a commercial purpose and contact

Except as provided for in RCW 46.12.370, I hereby agree that the list of individuals provided me by the Department of Licensing shall not be used for commercial purpose and individuals on the list will not be contacted or individually effected by myself or by any other individual or organization and I will protect the information from access by anyone who may use it for purposes of contacting the individuals named therein or otherwise personally affecting them in the furtherance of any profit-seeking activity.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date and place	X Signature
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Once filed, this document is a public record and is subject to public disclosure. RCW 42.56

For Official Use Only		
X _____	_____	\$ _____
Signature authorizing release of records	Date	Charge for records