



Public Records Request Form

Date of Request:	<i>For Internal Office Use Only:</i> Log #
Requester's Name:	Phone:
Mailing Address (Street/PO Box, City, State, Zip):	E-Mail Address:
Select the type of records you are requesting: My own case file(s) Case file(s) that are not mine Reports/Statistics Other	
Select the preferred format of the records: (pick only one) Email CD Paper copy by mail Paper copy pick up Inspect <i>*Please note that some records may not be available in the format requested.</i>	
Describe the public records you are requesting. Be as specific as possible. If known, please include: - Docket number - Document name - Any other important details that can help us find the records you are asking for - Case name - Time period	

I certify that any list of individuals obtained through this public records request will not be used for commercial purposes, pursuant to RCW 42.56.070(8).

Requester's Signature: _____ Date: _____

Send form to: Public Records Officer
 Office of Administrative Hearings
 PO Box 42488, Olympia, WA 98504-2488
 PublicRecords@oah.wa.gov

For Internal Office Use Only:

Date Received:	Date Billing Letter Sent:
Date Response Letter Sent:	Total Amount Due:
Total Number of Pages: or Total CDs:	Date Amount Received: