



# Public Records Request

**Public records requests can be made in person, by mail, email, phone, or fax.**

**In person:**

Hand this form directly to a DES employee. They will submit the request to the DES Public Records Officer.

**Mail:**

Public Records Officer  
Department of Enterprise Services  
1500 Jefferson Street SE  
PO Box 41466  
Olympia, WA 98504-2445

**Email:**

[publicrecords@des.wa.gov](mailto:publicrecords@des.wa.gov)

**Phone:**

360-407-8768

**Fax:**

360-407-9176

## What should you include?

Include the following so that we can respond or contact you to ask for clarification if necessary:

- Information that will enable DES to contact you. Actual name is not required.
- Describe the record(s) requested. Dates are helpful.

## What will happen next?

- Within five business days DES will acknowledge the request and provide a reasonable estimate of time needed to respond.
- We will use the contact information you provided.

## Questions?

Contact the Public Records Office:

Email: [publicrecords@des.wa.gov](mailto:publicrecords@des.wa.gov)

Phone: 360-407-8768

Fax: 360-407-9176



# Public Records Request

**NAME**

(You may remain anonymous.)

**ORGANIZATION YOU REPRESENT (optional)**

**ADDRESS CITY, STATE ZIP**

**EMAIL**

**PHONE**

**YOUR PUBLIC RECORDS REQUEST**

*Please identify the documents you are requesting.*

Lined area for providing details of the public records request.



# Public Records Request


**TODAY'S DATE**

Return this completed form to any DES employee



Questions?

[publicrecords@des.wa.gov](mailto:publicrecords@des.wa.gov) | Phone: 360-407-8768 | Fax: 360-407-9176