Public Records Request Form – House of Representatives

Requester’s Name: __________________________________________

Mailing Address: __________________________________________

Phone: ___________________ Email: _________________________

Describe the records you are requesting and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates. Attach additional pages if necessary. Please note: A specific definition of “public records” applies to the Legislature under the Public Records Act. RCW 42.56.010 and RCW 40.14.100 define the scope of that term.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

After requested records are retrieved, I would like to:

☐ Inspect the records
☐ Receive electronic copies via email or other
☐ Receive hard copies* via mail or pickup (circle one) *Copying fees may apply.

☐ (specify other: _______________________)

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes.

_________________________________________ __________________________
Signature Date

Date Initials Notes

Date Received

Five-Day Notice Sent

First Installment

Completing Request

Other Installments

Response Completed

If exemptions are claimed, complete Exemption Log.