REQUEST FOR PUBLIC RECORD
DEPARTMENT OF ECOLOGY

Public Records Officer
PO Box 47600
Olympia, WA 98504-7600
publicrecordsofficer@ecy.wa.gov
Phone: (360) 407-6040 Fax: (360) 407-6989

Date of Request: _____

Contact Information:

Requester Name:	Phone Number: ( )
Company (if applicable):	Alternate Number: ( )
Address:	Fax Number: ( )
City/State/Zip:	Email Address:
	Preferred Communication: Phone☐ Email☐

Please describe the records you are requesting (i.e., facility name(s), address(es), Facility/Site ID, permit number) and any additional information that will help identify and locate responsive records. Failure to provide information sufficient to identify records may cause a delay. Please include a date range/time frame of records you are seeking if applicable.

Request is related to: Phase I ☐ Litigation ☐

☐ **I want to review records in person (we will contact you for an appointment).**

☐ **I would like duplication of records (you will be notified of estimated costs prior to duplication).**

By submitting this request, you acknowledge and agree to:

Pay Ecology to duplicate responsive records, according to the copy fee schedule. This may include actual costs Ecology incurs when using an outside vendor to perform duplication, as allowed by RCW 42.56.120.

Not use any lists of individuals obtained through this public records request for commercial purposes, in accordance with RCW 42.56.070(9).

Please visit our website to see what happens when a request is submitted.

If you need this publication in an alternate format, please call the Public Records Office at (360) 407-6040. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call (877) 833-6341.