



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

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

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.



Public Records Request

TODAY'S DATE

Return this completed form to any DES employee



Questions?

publicrecords@des.wa.gov | Phone: 360-407-8768 | Fax: 360-407-9176