

**WAC 110-01-0120 How to make a public records request.** (1) Public records requests should be made directly to the department's public records officer.

(2) Public records requests may be made verbally or in writing.

(a) Written requests may be sent by email to [dcyf.publicrecords@dcyf.wa.gov](mailto:dcyf.publicrecords@dcyf.wa.gov), by fax to 360-725-4925 or mail. Requests may be delivered to 1500 Jefferson Street S.E., Olympia, Washington or P.O. Box 40975, Olympia, WA 98504-0975.

(b) The department's public records request form is on its website. The department recommends that requestors submit requests using the department's public records request form.

(c) A written request without using the DEL public records request form should contain:

(i) Name of requestor;

(ii) Address of requestor;

(iii) Other contact information, including telephone number and any email address;

(iv) The date on which the request was made;

(v) A sufficient description of the record requested; and

(vi) If the record being requested may include a list of individuals or businesses, a statement that the list will not be used for commercial purposes, which is prohibited by law.

(3) The department may ask an individual requesting a public record for proof of identification when the law restricts disclosure to a specific person.

[WSR 18-14-078, recodified as § 110-01-0120, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 43.215.070 and chapter 42.56 RCW. WSR 18-13-009, § 170-01-0120, filed 6/6/18, effective 7/7/18. Statutory Authority: RCW 43.215.070 and chapter 43.215 RCW. WSR 16-09-060, § 170-01-0120, filed 4/15/16, effective 5/16/16. Statutory Authority: RCW 42.56.040, 43.215.070, and chapter 43.215 RCW. WSR 12-09-035, § 170-01-0120, filed 4/11/12, effective 5/12/12.]