

Washington State Human Rights Commission

Request for Copies or Review of Public Records

Please fill out this form and send it to:

 records@hum.wa.gov

**Date of request**:

**Case Name** (if applicable):

**Case Number** (if applicable):

**Brief description of requested information**:

\*Dates that the requested record(s) was created (limiting your request to a specific time frame or year may speed up processing time and reduce your cost).

\* Other limitations on the records you are requesting (i.e. specific Respondents, or specific categories of cases). Limiting your requests may speed processing time and reduce your costs.

**Name, Address, Phone number and email address of person requesting information**:

**Do you wish to receive hard copies?** [ ] **Yes** [ ] **No**

Please see the fee schedule prior to making a request. The Human Rights Commission may require a deposit of up to 10% of the estimated costs of copying the records prior to copying the records, and may request payment in full for copying and mailing costs prior to mailing the records.