



Washington State Human Rights Commission

Request for Copies or Review of Public Records

Please fill out this form and send it to:

Debbie Ralph @ 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.