

**Address** 1110 Capitol Way South, Suite 307 (P.O. Box 40915) Olympia, WA 98504-0915

**Main** (360) 753-5446 | **Fax** (360) 586-9020

**Email** [bta@bta.wa.gov](mailto:bta@bta.wa.gov) | **Website** bta.wa.gov

**Public Record Request**

Requests and production are governed by [Chapter 42.56 RCW](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56)

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| Instructions:  Complete all sections by tabbing from one section to the next. Not completing the form in its entirety may result in a delay as the agency will have to seek clarification. Return the request form by mail, fax, or email. |

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| Section 1 - Requestor Contact Information |

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| **Name:** | **Mailing Address:** |
| **Phone Number:** | **City, State, Zip:** |
| **Email Address:** |  |

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| Section 2 – Records Requested  Please be as specific as possible when requesting records; providing specific information will allow us to process your request more efficiently. In the boxes below, provide the timeline (date/year to date/year), docket number(s), and clearly spelled names of the parties involved in the records you are seeking, as well as your preferred format to receive the records (electronic or paper), and your preferred transmission method (email or postal mail), but note that the Board will provide them in the format that is most reasonable and cost-efficient for the agency. |

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| **Start Date for Records Search:** | **End Date for Records Search:** |

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| **Record(s) Requested (include specific search terms such as, docket numbers, names, etc.):** (use separate or additional page, if needed) |

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| **Requested Format of Records and Method of Transmission:**    **If requesting paper copies the Board reserves its right, pursuant to RCW 42.56.120, to charge for copying.**  **Please note the Board will provide all records in the format that is the most reasonable, cost-efficient method available to the agency as part of its normal operations.** |

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| **Requestor Signature** (not required if submitted by email): | **Date:** |

By submitting this form, you agree any records requesting lists of individuals will **NOT** be used for commercial purposes.

The Public Records Act does not require agencies to collect information or create a record not existing at the time of the request.

If the Requestor has not received a response from the agency within five (5) business days from the date of filing a public record request, the requestor is encouraged to contact the agency to ensure that the request was received.