

**WAC 388-01-060 How may an individual request a public record?**

(1) An individual may request a public record verbally or in writing from the DSHS public records officer using the following contact information:

DSHS public records officer  
Office of information governance  
P.O. Box 45135  
Olympia WA 98504-5135  
Telephone: (360) 902-8484  
Fax: (360) 902-7855  
Email: DSHSPublicDisclosure@dshs.wa.gov.

DSHS prefers that all public record requests be in writing on the "request for DSHS records" form, DSHS 17-041. Individuals may locate this form on the DSHS website at <https://www.dshs.wa.gov/office-of-the-secretary/forms> or request it from the DSHS public records officer.

(2) If an individual does not use the DSHS form, the written public record request should include the following information:

(a) The requester's name, organization, mailing address, telephone number, fax number, and email address;

(b) The date of the request;

(c) A detailed description of the identifiable public record being requested;

(d) The email or mailing address where DSHS should send copies of the records, or if the requester wants to inspect the record at DSHS; and

(e) The requester's signature.

(3) An individual may fill out a record request at a DSHS office or send it by regular mail, email, or fax to the public records officer.

(4) Requests by third parties for confidential client records must be accompanied by a valid authorization as set forth in WAC 388-01-150.

(5) DSHS may ask an individual requesting a public record for personal identification when the law makes a record disclosable to a specific person.

(6) DSHS may deny a "bot" request, which is one of multiple requests from a requester within a 24-hour period, if responding to multiple requests would cause excessive interference with other essential DSHS functions.

[Statutory Authority: RCW 42.56.040. WSR 23-19-028, § 388-01-060, filed 9/12/23, effective 10/13/23. Statutory Authority: RCW 42.56.040 and chapter 42.56 RCW. WSR 19-02-018, § 388-01-060, filed 12/21/18, effective 1/21/19. Statutory Authority: RCW 42.56.040. WSR 18-05-021, § 388-01-060, filed 2/9/18, effective 3/12/18. Statutory Authority: RCW 42.17.250 and 34.05.220. WSR 99-15-065, § 388-01-060, filed 7/19/99, effective 8/19/99.]