

Department of Financial Institutions
PUBLIC RECORDS REQUEST

PO Box 41200
Olympia, WA 98504-1200
Phone: (360) 902-8804 FAX: (360) 704-6467
cspublicrecords@dfi.wa.gov

Date Stamp (receipt)

CONTACT INFORMATION

Name

Company

Mailing Address

City, State, ZIP

Daytime Telephone Number (8-5 PST)

Email

REQUESTED RECORDS

Division (if known)

Financial Institution or File No. (if applicable):

Subject of request:

Date Range (if available):

Please describe the records you are requesting below. Optional: You are not required to provide any information about the purpose of your request. However, providing information about the purpose of your request may allow DFI to identify additional records and provide faster service.

CONDITIONS FOR RELEASE OF PUBLIC RECORDS

RCW 42.56.070(9) prevents DFI from providing a list of individuals to anyone for use in any commercial activities. If your request includes a list of individuals, you may be required to sign an affidavit of non-commercial purpose.

Yes

Where DFI maintains multiple identical copies of a record, do you want a single copy of each record? This will decrease the time to fill your request.

No

Signature of Person Requesting Public Document

Date

Pursuant to RCW 42.56.070(7)(e), agencies may seek reimbursement for costs directly incident to the request

DO NOT SEND ANY MONEY UNLESS YOU ARE NOTIFIED OF COSTS

Signature Authorizing Release of Records

Date