King County Office of the Ombuds

516 Third Avenue, Room W-1039
Seattle, WA 98104
Telephone: 206-477-1050 Fax: 206-296-0948

Public Records Request

(#_____*office use only*)

Pursuant to the Washington State Public Records Act (RCW 42.56), I request that the following **Ombuds Office records** be made available for review [please be as specific as possible by including time frame, complaint number, or other identifying information]:

Copying charges are $0.15 per page. You will be informed of the total copying charges. We require that all fees be paid prior to copying your documents. We will respond to your request within five (5) business days (excluding holidays) of receipt of your request with an estimate of the time we anticipate it will take to fulfill your request.

Name (please print)		Date	
Address	City	State	Zip Code
Phone number(s)		email	

Please note that RCW 42.56 and other state and federal law exempts certain records from public disclosure. If the records, or portions of the records, that you request are not subject to disclosure, we will inform you of the applicable exemption. **This form may only be used to request documents that are part of the Office of Citizen Complaints – Ombuds records.**

Rev. 2/2018 eld