



REQUEST FOR PUBLIC RECORD

Date of Request	Requester:	Phone Number: ()
	Company:	Fax Number: ()
		Email address:
Address		City/State/Zip:

NAME AND DESCRIPTION OF PUBLIC RECORDS OR INFORMATION REQUESTED

I understand that if a list of **individuals** is provided to me by the Conservation Commission, it will neither be used to promote the election of an official or to promote or oppose a ballot proposition as prohibited by RCW 42.17.130 nor for commercial purposes or to give or provide access to material to others for commercial purposes as prohibited by RCW 42.56.070(9).

Requester's Signature_____

If you need this publication in an alternate format, please call the Commission Office at (360) 407-6200. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.



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How Do I make a Public Records Request?

Your request must be made in writing and sent to the Conservation Commission Headquarters Office in Lacey, Washington.

To submit the form, please use one of the following methods:

- Email your form to SCCPublicRecords@scc.wa.gov
- Fax your form to (360) 407-6215.
- Mail your form to the following address:
Washington State Conservation Commission
PO Box 47721
Olympia, WA 98504-7721
- Hand deliver your form to the following address:
Washington State Conservation Commission
Department of Ecology Building
300 Desmond Drive SE
Lacey, WA 98503

SCC's public records officer is Karla Heinitz who can be reached via email at kheinitz@scc.wa.gov or phone at (360) 878-4666.