



**OFFICE OF MINORITY AND WOMEN'S BUSINESS ENTERPRISES  
REQUEST FOR PUBLIC RECORDS**

DATE OF REQUEST: \_\_\_\_\_ REQUESTER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

**PUBLIC RECORDS REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTER READ AND SIGN:**

I understand I will be charged fifteen cents for each paper copy provided (RCW 42.56.120). Records which OMWBE maintains electronically may be provided electronically via email for no charge. There is a charge of \$3.75 per CD for records provided on CD.

I hereby agree that the information provided me by the OMWBE is for my use only and shall not be used for any commercial purpose by myself or any other individual or organization I represent, and I will protect the information from access by anyone who may use it for purposes of contacting the individuals named therein or otherwise personally affecting them in the furtherance of any profit seeking activity. I also agree not to sell or otherwise distribute the information to another for any commercial purposes.

In addition to other exemptions provided by state and federal law, OMWBE is not allowed to disclose certain information regarding our Disadvantaged Business Enterprise (DBE) firms, without written consent from the firm. Please refer to Code of Federal Regulations 49 CFR 26.109(a)(2) and 49 CFR 26.67(a)(2)(iv).

Signature \_\_\_\_\_

Request for records may be sent to:

Washington State Office of Minority & Women's Business Enterprises  
PO Box 41160  
Olympia, WA 98504-1160

Email: [publicrecords@omwbe.wa.gov](mailto:publicrecords@omwbe.wa.gov)