

Washington State Department of Veterans Affairs Request for Public Records

To help us facilitate your request, please complete the form below. The information requested in blocks 4 and 5 is not mandatory, however, the completion of these blocks will enable this office to expedite your request and contact you, should the information you seek not be immediately available.

1. Name:

2. Phone:

3. Address: _____

4. Representing: (if applicable)

5. If Urgent -- Date Needed:

Please identify the information you are requesting to review. Be as specific as possible. There will be a charge of .15 per page. There will be a reasonable administration cost for staff time to research and copy documents.

I certify that the information requested will not be used for commercial purposes.

(Signed) _____ (Date) _____

Please return this request for inspection of records to
Office of Communications
Washington State Department of Veterans Affairs
1102 Quince St SE
PO Box 41150
Olympia, WA 98504-1150

Or e-mail to heidia@dva.wa.gov

Requests will be acknowledged within five working days of arrival at Washington State Department of Veterans Affairs