Department of Labor and Industries
Public Records Unit
PO Box 44632
Olympia WA 98504-4632

Questions? Call 360-902-5556

Request for Public Records

Email request to: PublicRecords@Lni.wa.gov
Or
Fax request to: 360-902-5529

Requestor Information:

* Required field

Representing/On behalf of*:		
Requestor name*:		
Company name:	UBI #:	
Mailing address:		
City:	State:	Zip code:
Phone number*:	Fax number:	Email:

Requesting records on:

☐ Workplace Safety and Inspection records

Company name:		UBI #:	
Date of Incident:		Inspection #:	
Was there a fatality? ☐ Yes ☐ No	Is this in litigation? ☐ Yes ☐ No	Are you appealing? ☐ Yes ☐ No	Date of appeal hearing:
☐ I need the complete inspection file. ☐ I need the citation(s) only.		☐ I need a copy of the complaint(s) only. ☐ I need (other):	

☐ Construction Trades records

☐ Contractor Registration	☐ Plumber Certification	☐ Electrical License/Permit	☐ Elevator License/Inspection

Company name & UBI #:	Description of records you need:

☐ Employment Standards Wage Complaint (such as wage & overtime) ☐ Prevailing Wage Complaint

Company name:	UBI #:	Approximate date:

☐ DOSH Discrimination Complaint (for reporting a hazard) ☐ Industrial Insurance Discrimination Complaint (for filing a claim)

Company name/Complainant name:	UBI #/Complaint #:	Approximate date:

☐ Employer Audit Records ☐ Fraud Investigation Records

Company name/Injured Worker name:	UBI #/Claim #:	Approximate date:

☐ Other records (Give a brief description of the records you need.)

I chose to inspect the records at no charge before selecting paper copies. ☐ Yes ☐ No
Please note - the review of the records will be held at L&I's main office in Tumwater. ***Photocopies may be charged at 15 cents per copy.***

By signing below I certify that I will not use the requested records for commercial purposes in the event that a list of individuals is included in the material provided, as per RCW 42.56.070(9). (This statute does not apply to lists of businesses.) The Department of Labor and Industries defines commercial purpose as communication with the individuals named in the record for the purpose of facilitating profit-expecting activity.

Date	Name (please print)	Signature

RESET