



# REQUEST FOR PUBLIC RECORDS

**FAX Request to: (360) 902-5529**

Or, e-mail request to [PublicRecords@LNI.wa.gov](mailto:PublicRecords@LNI.wa.gov)

Name of person making request		
Company/organization	UBI #	
Representing		
Mailing address		
City	State	ZIP
Phone	FAX	E-mail

**I am requesting:**

**Workplace safety and inspection records**

Company name		UBI#	
Date of Incident		Inspection #	
Was there a fatality? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this in litigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you appealing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of appeal
<input type="checkbox"/> I need the complete inspection file	<input type="checkbox"/> I need a copy of the complaint(s) only		<input type="checkbox"/> I need (other): _____
<input type="checkbox"/> I need the citation(s) only			

**Construction trades records**

<input type="checkbox"/> Construction registration	<input type="checkbox"/> Plumber certification	<input type="checkbox"/> Electrical license
Company name	Description of records you need	

**Wage complaint records filed against**

Company name	UBI Number	Approximate date
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**Discrimination complaint records** (for filing claim or reporting hazards)

Company name	UBI Number	Approximate date
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**Employer audit records**

Company name	Approximate date
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**Other records** (Give a brief description of the records you need.)


I choose to inspect the records at no charge before selecting copies.  Yes  No

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	Signature
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**Labor and Industries Public Records Unit: (360) 902-5556. Photocopies may be charged at 15 cents per copy.**