



Date Received: _____

Washington Higher Education Facilities Authority Request for Public Records Form

The Authority reserves the right to determine that a requested public record is exempt from disclosure under the provisions of Public Records Act at RCW 42.56. In addition, the Authority reserves the right to redact identifying details when, by making available public records, there could be an invasion of personal privacy protected by RCW 42.56.

USING THIS FORM. Use this form only for making formal requests of Public Records to the Washington Higher Education Facilities Authority under the Public Records Act at RCW 42.56. If you seek records from another public agency, contact that public agency. If you seek other information from the Authority that is not a Request for Public Records, contact the Authority. Completed Request for Public Records forms and other public records requests are open to the public.

WEBSITE. You are strongly urge to view the Authority’s website before submitting a formal Request for Public Records. The Authority has posted many records and other information on its website which you can copy and download. There is no charge for inspecting records on the website.

CHARGES. Charges may apply for providing records. A money order or check (no cash) must be submitted with copy of requests. See Public Records Fee Schedule for fee details.

PUBLIC RECORDS OFFICER. The Authority’s Public Records Officer can be reached at (206) 464-7139, Monday-Friday, 8:00 am – 5:00 pm., closed on state holidays.

Complete the following:

Name: _____ Phone: _____
Address: _____ Email: _____
Company Name: _____
Record/s Requested [Review Copy]: _____

(Describe the public records you are requesting. Provide as much details as possible – this will assist the Authority in searching for records.)

I, _____, understand and certify that if the above requested information contains lists of individuals, said information will not be used for commercial purposes.

Signature: _____ Date: _____

Continuation...

Mail, deliver, or fax to:

Washington Higher Education Facilities Authority
1000 2nd Avenue, Suite 2700
Seattle, WA 98104
Attention: Public Records Officer
Fax: (206) 587-5113

Email to:

WHEFA@wshfc.org

Attention: Public Records Officer

Important: Use only this email address. Emails sent to other agency email address are not formal public records request.

For Authority Use Only:

Approved by: _____ Date: _____

Delivered by: _____ Date: _____

Amount received for copies or electronic distribution:

\$ _____ Check # _____ Money Order # _____