TRAFFIC SAFETY COMMISSION

Public Records Request Form

Instructions:

Please complete the form and submit it to the Washington Traffic Safety Commission (WTSC) by email, USPS mail, or in person at our office. Requestors should save a copy for their records.

The WTSC does not own or manage traffic cameras on state highways or on city or county roads. **We do not have records related to traffic camera footage.** We recommend contacting the specific government agency, city or county office, or police department near the location of interest.

The WTSC does not own or maintain abstract driving records. We recommend contacting the Washington State Department of Licensing for driving record information.

Request for Public Records:

Date of Request		
Name of Requestor		
Email Address	**Phone Number**	**Address**
Description of Records: Please provide as much detail as you can to better assist us in locating records.		

Return completed form to the WTSC via one of the methods below:

1. **Email (preferred)** – WTSCPublicDisclosure@wtsc.wa.gov
2. **USPS Mail** – Attn. Public Records Officer, PO Box 40944, Olympia, WA 98504
3. **In Person at the WTSC Office** – 621 8th Ave. SE, Suite 409, Olympia, WA 98501

Additional Information:

Responding to a public records request:

In accordance with WAC 44-14-040, within five (5) business days of receiving the request, the Washington Traffic Safety Commission (WTSC) will respond in one of the following ways:

1. Make the requested record(s) available
2. Make a portion of the records available in installments as they are assembled
3. Ask for clarification if the request is unclear
4. Acknowledge the request and provide a reasonable estimate of time needed to respond
5. Deny the request

Potential costs of a public records request:

There is no cost to review requested public records in our office during normal business hours; however, there may be a cost for production of records in accordance with Revised Code of Washington 42.56.120.