



Submit a Public Records Request

How to Guide

Submit a Public Records Request



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Purpose

After completing this document, you will be able to:

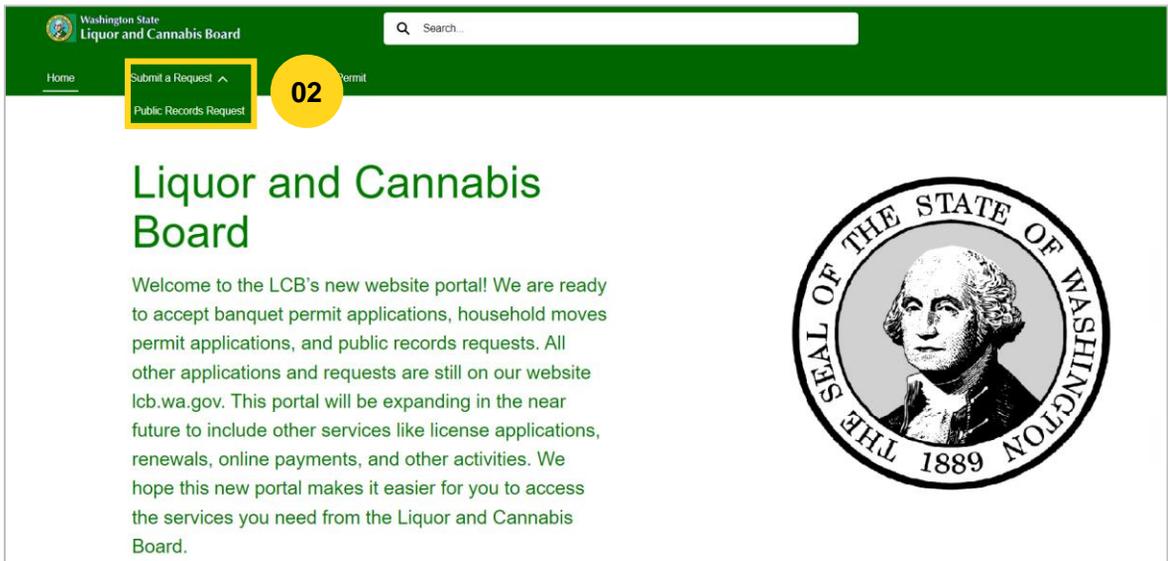
- Complete and submit a Public Records Request in the LCB Portal.
- View LCB's response for your Public Records Request.



01/ Submit a Public Records Request

01 Access the LCB Portal from this webpage link: [Home](#) (site.com).

02 From the LCB Portal homepage, click the **Submit a Request** drop-down menu. Then, select the **Public Records Request** option.



You do not need to login or create an account in the LCB Portal to request Public Records.



01/ Submit a Public Records Request

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Provide the information below then click the **Submit** button.

- **Requestor Name**
- **Requestor Type:** (Select the appropriate option from the drop-down menu.)
- **Address**
- **City**
- **State**
- **Zip Code:** Enter a valid zip code.
- **Email Address**
- **Confirm Email Address** (must match the email you have already provided in the above field)
- **Phone Number:** (Use only numbers. Do not use dashes or area code parenthesis.)
- **Subject:** (Select the appropriate option from the drop-down menu.)
- **Description:** (Describe the type of records, subjects, names, dates, and other specifics to avoid delays in response.)

Public Record Request Form

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| | |
|------------------|--------------------------|
| Requestor Name * | Requestor Type * |
| Address * | City * |
| State * | Zip * |
| *Email Address * | *Confirm Email Address * |
| Phone Number * | Subject * |
| *Description * | |

I certify that the records received as listed above will not be part of a list of individuals to be used for commercial purposes (RCW 42.56.070(9))

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Mandatory fields are marked with a red asterisk (*).

Also, note that after 30 minutes of inactivity you will be automatically logged out and will need to start over.



01/ Submit a Public Records Request

- 04 A message confirming your request will display on the screen. You may note down your case number for future references.

Public Record Request Form

Your Case has been generated successfully. You will get an email shortly with new case. Your Case Number is PRR-23-04-001271

Please check your junk mail if you did not receive an email.

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Return To Home

- 05 An acknowledgement email will be sent from LCB (noreply@lcb.wa.gov) to the email address you shared while submitting the Public Records Request form.

Dear Valeria Jimenez,

Thank you for your email, which was received by our Public Records division on 4/20/2023, 6:33 PM. This is only an acknowledgement that we have received your request PRR-23-04-001271. Please do not reply to this email. Your response will not be read.

You will receive further communication from our team within 5 business days, which begins 1 working day after the above-mentioned date of receipt. Our business hours are Monday – Friday 8:00 am to 5:00 pm, excluding weekends and holidays.

Sincerely,

Public Records Division
Washington State Liquor & Cannabis Board
360-664-1769

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Note: You should receive further communication from the respective LCB team within five business days.



If you are a financial institution and more information is required from you for your request, our team will reach out to you.



IT Support Contacts



Email: servicedesk@lcb.wa.gov



Phone: +1-360-664-1776