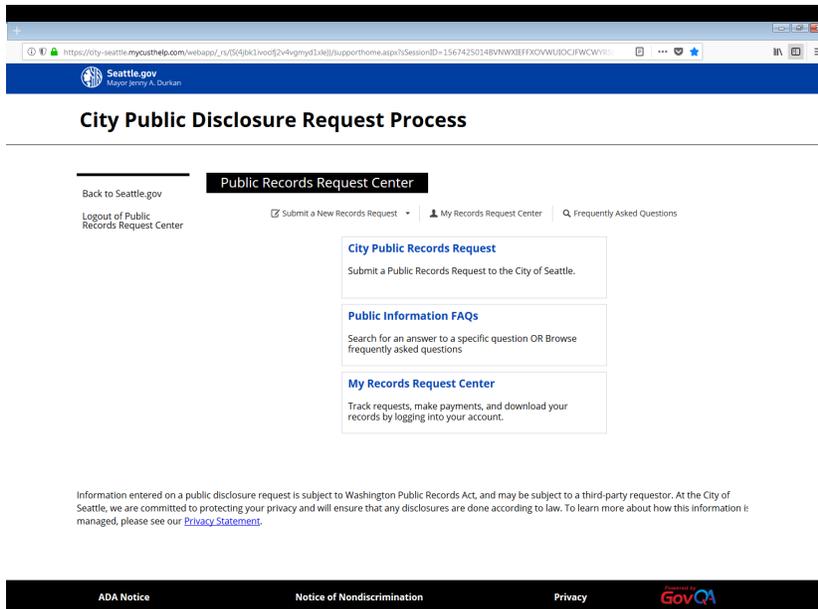


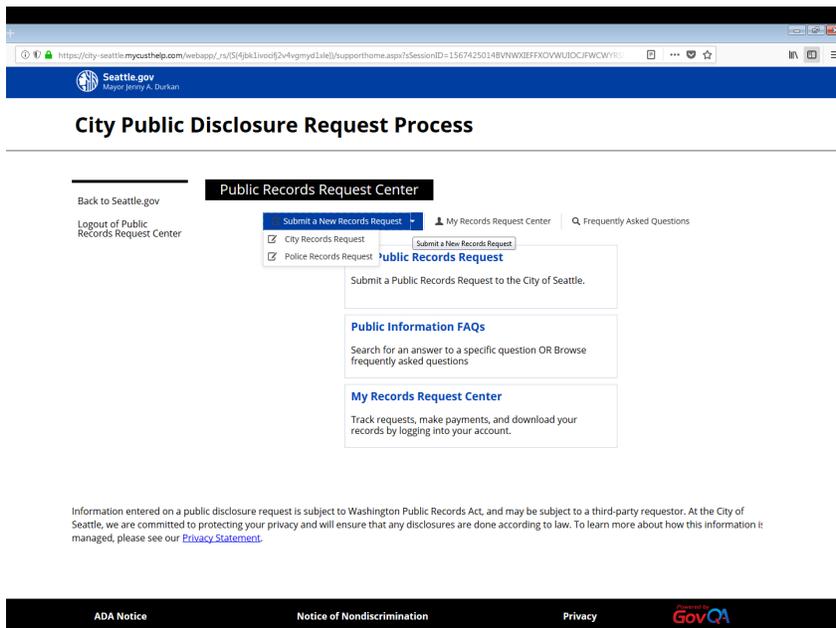
# How to Create a Public Disclosure Request

Step 1: Click on the https link below or copy and paste the web address into your internet browser

[https://city-seattle.mycusthelp.com/webapp/rs/\(S\(i420ix1r3nopjg4ycgag0o3m\)\)/supporthome.aspx](https://city-seattle.mycusthelp.com/webapp/rs/(S(i420ix1r3nopjg4ycgag0o3m))/supporthome.aspx)

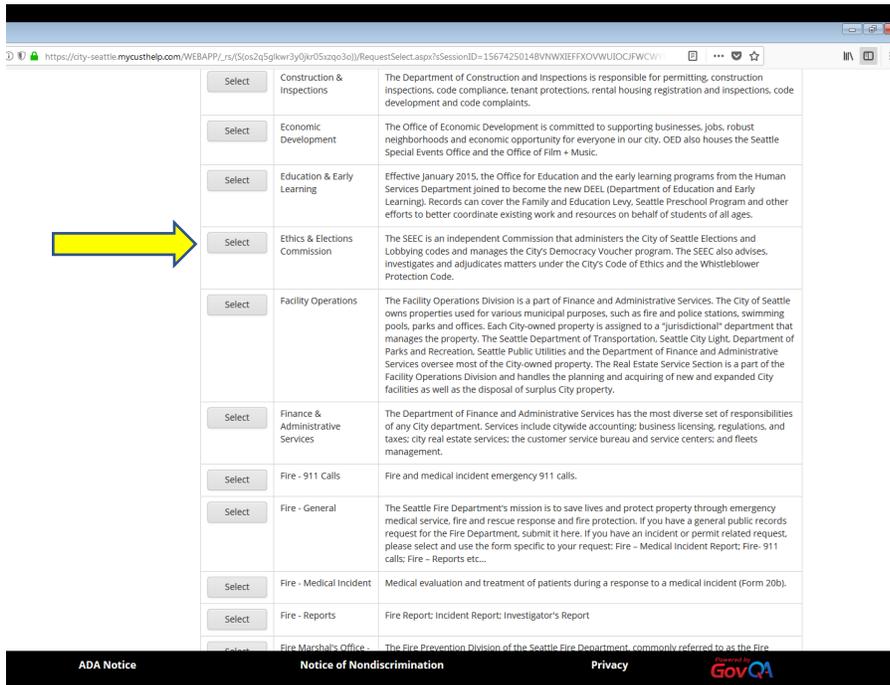


Step 2: Click on Submit a New Records Request, and select City Records Request from the drop down



**Step 3: A long list of options will be presented for agencies or record types, scroll down the list to “E”**

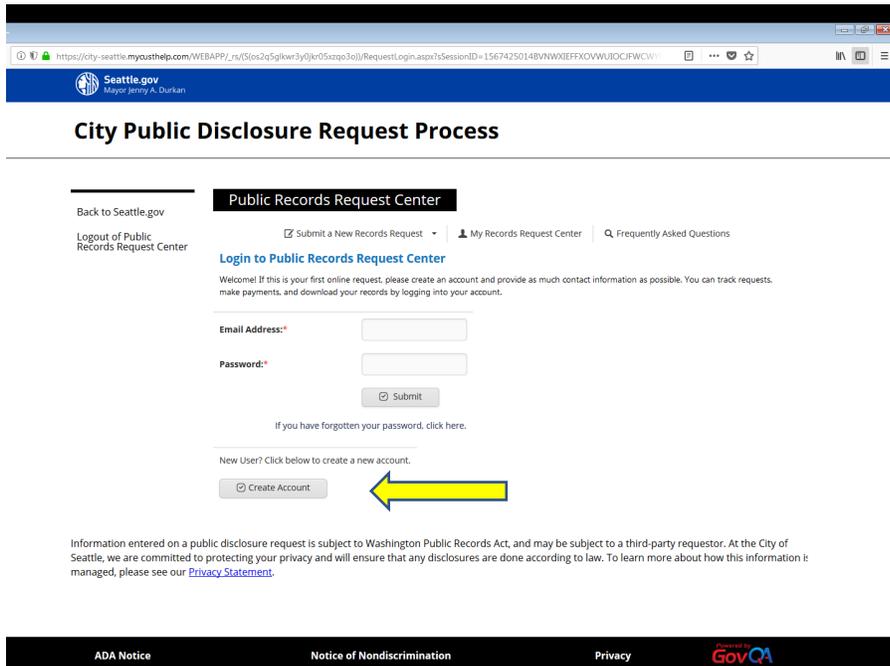
**Step 4: Find Ethics & Elections Commission, click Select**



The screenshot shows a web browser window with a URL starting with 'https://city-seattle.mycusthelp.com'. The main content is a list of agency options, each with a 'Select' button and a brief description. A yellow arrow points to the 'Ethics & Elections Commission' option. The footer of the page includes 'ADA Notice', 'Notice of Nondiscrimination', 'Privacy', and the 'Powered by GovQA' logo.

Select	Agency Name	Description
Select	Construction & Inspections	The Department of Construction and Inspections is responsible for permitting, construction inspections, code compliance, tenant protections, rental housing registration and inspections, code development and code complaints.
Select	Economic Development	The Office of Economic Development is committed to supporting businesses, jobs, robust neighborhoods and economic opportunity for everyone in our city. OED also houses the Seattle Special Events Office and the Office of Film + Music.
Select	Education & Early Learning	Effective January 2015, the Office for Education and the early learning programs from the Human Services Department joined to become the new DEEL (Department of Education and Early Learning). Records can cover the Family and Education Levy, Seattle Preschool Program and other efforts to better coordinate existing work and resources on behalf of students of all ages.
Select	Ethics & Elections Commission	The SEEC is an independent Commission that administers the City of Seattle Elections and Lobbying codes and manages the City's Democracy Voucher program. The SEEC also advises, investigates and adjudicates matters under the City's Code of Ethics and the Whistleblower Protection Code.
Select	Facility Operations	The Facility Operations Division is a part of Finance and Administrative Services. The City of Seattle owns properties used for various municipal purposes, such as fire and police stations, swimming pools, parks and offices. Each City-owned property is assigned to a "Jurisdictional" department that manages the property. The Seattle Department of Transportation, Seattle City Light, Department of Parks and Recreation, Seattle Public Utilities and the Department of Finance and Administrative Services oversee most of the City-owned property. The Real Estate Service Section is a part of the Facility Operations Division and handles the planning and acquiring of new and expanded City facilities as well as the disposal of surplus City property.
Select	Finance & Administrative Services	The Department of Finance and Administrative Services has the most diverse set of responsibilities of any City department. Services include citywide accounting, business licensing, regulations, and taxes; city real estate services; the customer service bureau and service centers; and fleets management.
Select	Fire - 911 Calls	Fire and medical incident emergency 911 calls.
Select	Fire - General	The Seattle Fire Department's mission is to save lives and protect property through emergency medical service, fire and rescue response and fire protection. If you have a general public records request for the Fire Department, submit it here. If you have an incident or permit related request, please select and use the form specific to your request: Fire - Medical Incident Report; Fire- 911 calls; Fire - Reports etc...
Select	Fire - Medical Incident	Medical evaluation and treatment of patients during a response to a medical incident (Form 20b).
Select	Fire - Reports	Fire Report; Incident Report; Investigator's Report
Select	Fire Marshal's Office	The Fire Prevention Division of the Seattle Fire Department, commonly referred to as the Fire

**Step 5: If you already have an account, enter your email address and password. If you need to create an account, click on the Create Account button at the bottom of the page.**



The screenshot shows the 'City Public Disclosure Request Process' page. The header includes the Seattle.gov logo and Mayor Jerry A. Durkan's name. The main heading is 'City Public Disclosure Request Process'. Below this, there is a 'Public Records Request Center' section with a 'Login to Public Records Request Center' link. A welcome message follows, and there are input fields for 'Email Address:' and 'Password:'. A 'Submit' button is located below these fields. Below the 'Submit' button, there is a link for 'If you have forgotten your password, click here.' At the bottom, there is a 'New User? Click below to create a new account.' section with a 'Create Account' button. A yellow arrow points to the 'Create Account' button. The footer includes 'ADA Notice', 'Notice of Nondiscrimination', 'Privacy', and the 'Powered by GovQA' logo.

**Step 6: Complete the Required Fields, all fields with Red Asterisks (\*) are Required, any additional information provided is up to you.**

The screenshot shows the 'Public Records Request Center' registration page. The page title is 'City Public Disclosure Request Process'. On the left, there are links for 'Back to Seattle.gov', 'Logout of Public Records Request Center', and a 'Public Records Request Center' button. Below this, there are links for 'Submit a New Records Request', 'My Records Request Center', and 'Frequently Asked Questions'. The main section is titled 'My Information' and contains a form with the following fields: 'Email Address\*', 'Password\*', 'Confirm Password\*', 'First Name\*', 'Last Name\*', 'Phone' (with a placeholder for area code and extension), 'Address 1', 'Address 2', and 'City'. At the bottom of the page, there are links for 'ADA Notice', 'Notice of Nondiscrimination', 'Privacy', and 'Powered by GovQA'.

**Step 7: In the Box where it asks you to Describe the Specific Records, please enter your request. Scroll to the bottom of the page and Click Submit.**

The screenshot shows the 'Public Records Request Center' request page. The page title is 'City Public Disclosure Request Process'. On the left, there are links for 'Back to Seattle.gov', 'Logout of Public Records Request Center', and a 'Public Records Request Center' button. Below this, there are links for 'Submit a New Records Request', 'My Records Request Center', and 'Frequently Asked Questions'. The main section is titled 'Request Information' and contains the following fields: 'Request Type' (with a dropdown menu), 'Description' (with a text area), 'Your Contact Information' (with a text area), 'Describe the specific records\*' (with a text area and a yellow arrow pointing to it), 'Type of Requester' (with a dropdown menu), and 'File Attachment(s)' (with a text area). At the bottom of the page, there are links for 'ADA Notice', 'Notice of Nondiscrimination', 'Privacy', and 'Powered by GovQA'.

**Step 8: Once you have submitted the request, you will see an immediate on-screen message, which will provide you with a reference number, as well as the email address connected with the request.**

The screenshot shows a web browser window with the URL [https://city-seattle.mycusthelp.com/WEBAPP/\\_rs/\(\\$os2q5gkwr3y0jkr05xzqo3o\)/RequestOpen.aspx?sSessionID=1567425014BVNWXIEFFXOVWUIOCJFWCWY](https://city-seattle.mycusthelp.com/WEBAPP/_rs/($os2q5gkwr3y0jkr05xzqo3o)/RequestOpen.aspx?sSessionID=1567425014BVNWXIEFFXOVWUIOCJFWCWY). The page header includes the Seattle.gov logo and Mayor Jenny A. Durkan's name. The main heading is "City Public Disclosure Request Process". Below this, there is a navigation bar with "Public Records Request Center" highlighted. On the left, there are links for "Back to Seattle.gov" and "Logout of Public Records Request Center". The main content area includes a "Submit a New Records Request" button, a "My Records Request Center" link, and a "Frequently Asked Questions" link. The confirmation message displays the following information:

**Reference No:** C035817-120518  
**Your Contact Information:** chrissy.courtney@seattle.gov

Dear Chrissy Courtney,

Thank you for your interest in the City of Seattle. Your request was received on December 05, 2018 and given reference number **C035817-120518** for tracking purposes. You will see this number in the title of any communications about this request.

You will hear from a Public Disclosure Officer within five business days regarding the status of your request.

Please visit the [Public Records Request Center](#) "My Records Request Center" page where you can manage your profile and access your request. Your login ID is: chrissy.courtney@seattle.gov.

Information entered on a public disclosure request is subject to Washington Public Records Act, and may be subject to a third-party requestor. At the City of Seattle, we are committed to protecting your privacy and will ensure that any disclosures are done according to law. To learn more about how this information is managed, please see our [Privacy Statement](#).

The footer contains links for "ADA Notice", "Notice of Nondiscrimination", and "Privacy", along with the "Powered by GovQA" logo.

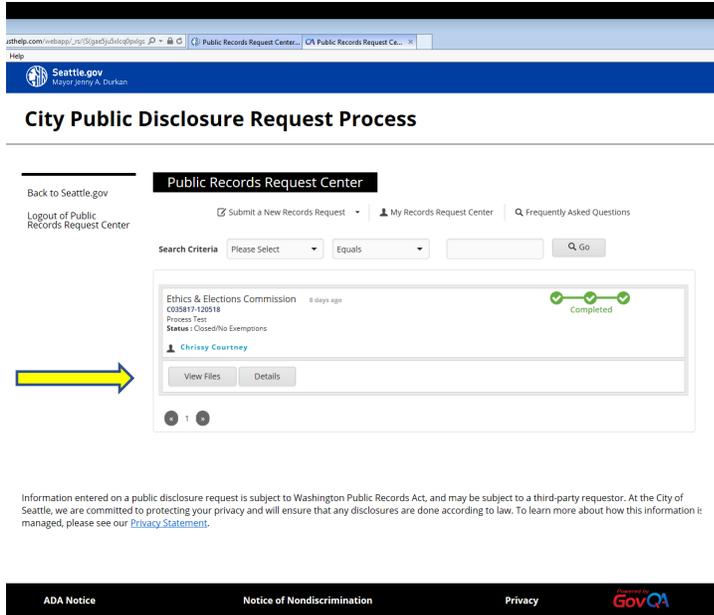
You will also receive a few email notifications:

One email is a generic auto-generated welcome notice containing your Login ID upon registration for an account with the City of Seattle Public Records Request Center. This will come from the email address [seattle@mycusthelp.net](mailto:seattle@mycusthelp.net)

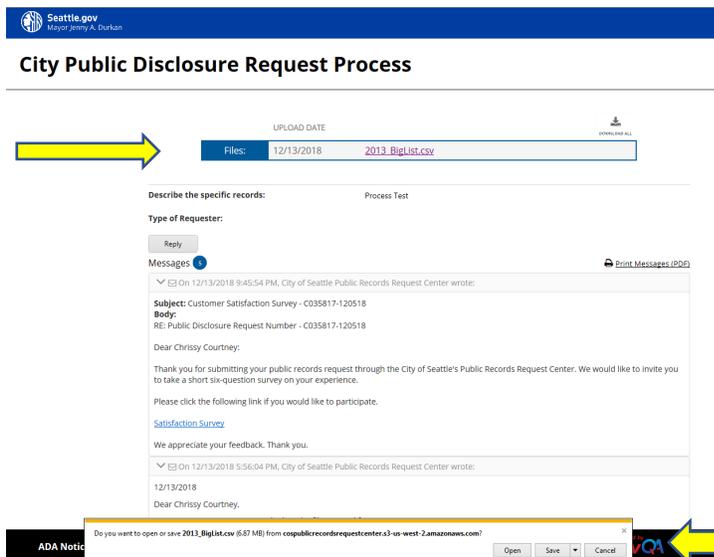
Once you have submitted a request, then you will receive an email confirming that your request was received and the details of the request, as well as providing information on how to recover a lost password.

# How to Access the File once your Request has been Processed

You will receive an email when your request is completed. It will contain a hyperlink to the Public Records Request Center, where you will be able to log in. Click on View Files.



Once you click on the file at the top of the page then the option to open, save or cancel will be available at the bottom of your screen. Please save a copy. Each file can only be downloaded 3 separate times. If you find you need to download more than 3 copies, please contact our office.



Please contact us if you have any questions or need any assistance:

Monday through Friday, 8:00 a.m. - 5:00 p.m.

**Street address:**

Seattle Municipal Tower  
700 5th Ave, Suite 4010

**Mailing Address:**

PO Box 94729  
Seattle, Washington 98124-4729

Democracy Voucher Program Hotline: 206-727-8855

[democracyvoucher@seattle.gov](mailto:democracyvoucher@seattle.gov)

Ethics and Elections Commission Main Line: 206-684-8500

[ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov)

