

Department of Revenue Statement of Costs for Public Records Requests

Effective July 1, 2016

Department of Revenue (DOR) may charge actual costs for copying public records as authorized by RCW 42.56.070, RCW 42.56.120, and WAC 458-276-030. A deposit of 10% of the estimated cost may be charged before processing a request. Any costs charged must be paid before records are produced. There is no charge to inspect public records. To set an appointment for inspection, contact [DOR Public Records](#).

Item	Charge
Paper photocopies (black and white hard copies)	\$0.15 per page, per side
Scanning fee for paper copies	\$0.15 per page, per side
Compact discs (CDs) (includes packaging)	\$1.00 per CD
USB (Flash) drive (includes packaging)	\$3.00 per device
Photographs	Actual cost incurred
Videos	Actual cost incurred
Other types of copies	Actual cost incurred
Copies made by outside vendor	Actual cost incurred
<i>Postage or delivery costs incurred will be added to above charges. If actual costs are charged, they may include amounts needed to cover staff time spent on copying.</i>	