Public Records Overview

Banquet Permits, Public Records Requests, and Household Move Permits are being processed on LCB's new web portal. Find out more here.

The Washington State Liquor and Cannabis Board (LCB) public records staff is committed to providing the public with access to the agency's public records, in accordance with the state Public Records Disclosure Act (RCW 42.56).

A public record is any record containing information relating to the conduct of government business, which is prepared, owned, used or retained by an agency. This includes, but is not limited to, electronic media, paper, e-mail, microfilm, audiotapes, videotapes, magnetic tapes, and disks (CDs/DVDs).

A valid public records request is a request for a specific and identifiable public document. A request for general information is not a valid public records request. You do not have to identify the record you want with exact precision. Our staff may assist in clarifying your request.

Check our Frequently Asked Questions page for more information on public records in Washington State. You can make a records request using this short online form.

The LCB's Public Records Office is open Monday – Friday 8 a.m. to 5 p.m., and able to receive public records requests during that time.

Please let us know how we are doing by responding to this 3-question customer service survey - Public Records Customer Survey.

Please send any questions to publicrecords@lcb.wa.gov.

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