



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
PREVAILING WAGE
PO Box 44540 • Olympia Washington 98504-4540 • 360-902-5335

Dear Customer,

If you are an “interested party”¹ you have a right under [WAC 296-127-320\(2\)](#) to request and receive certified payroll records from contractors who perform work on public work projects. Once you make this request, the contractor must comply by filing certified payroll records with the Department of Labor & Industries (L&I) and with the project awarding agency.

If the contractor does not provide the records in response to your direct request, you may also request from either L&I’s Prevailing Wage program or from the awarding agency through a public records request. If the Prevailing Wage program or the awarding agency does not already possess the records, there is no requirement in the law that says they must obtain them to satisfy your request.

However, as time and resources permit, in instances where we do not possess the records at the time we receive your request, we may assist you in your efforts by directly asking the contractor to provide them to us. Before you ask us to obtain the records from the contractor, please first:

1. Request the records directly from the contractors; and
2. If the contractor does not provide the records, request them from the contract awarding agency.

If, after taking those steps, you are unable to obtain the records, you may complete and submit to us the attached form and we will respond to the request as soon as we are able. Please include with the form documentation that you have completed steps 1 and 2 above.

When we receive the records, prior to sending them to you, we will redact all employee social security numbers.

If you have questions about this process, please contact us at 360-902-5335 or via email at PW1@Lni.wa.gov.

Sincerely,

Jim P. Christensen
Industrial Statistician
Prevailing Wage Program Manager

¹ An “interested party” for the purpose of this chapter shall include a contractor, subcontractor, an employee of a contractor or subcontractor, an organization whose members’ wages, benefits, and conditions of employment are affected by this chapter, and the director of Labor & Industries or the director’s designee. [\[RCW 39.12.010\(4\)\]](#)



Interested Party Request for L&I Assistance in Obtaining Certified Payroll Records WAC 296-127-320

Prevailing Wage Program
PO Box 44540
Olympia WA 98504-4540

PW1@Lni.wa.gov
Phone: 360-902-5335
Fax: 360-902-5300

I certify that I contacted the awarding agency and contractor of interest listed below to request these certified payroll records prior to filing this request to L&I to assist me in obtaining these records. I have not received those records. Attached to this document is proof of the two requests.

Requestor Details

Please send records to (if different from requestor)

Name
Organization
Address
City State Zip Code
Phone Number
Email Address

Name
Organization
Address
City State Zip Code
Phone Number
Email Address

I request assistance in obtaining certified payroll records for the following:

Project Title	Bid Date	Contract Number
Intent ID	Affidavit ID	The records requested are for the dates of To

Contractor of Interest	License Number	UBI Number
Mailing Address	City	State Zip Code
Contact Name	Phone Number	Fax Number

Awarding Agency		
Mailing Address	City	State Zip Code
Contact Name	Phone Number	Fax Number

Prime Contractor	License Number	UBI Number
Mailing Address	City	State Zip Code
Contact Name	Phone Number	Fax Number

Yes No I choose to inspect the records received by L&I at no charge before selecting copies. Photocopies may be charged at 15 cents per copy.

Yes No I choose to accept from L&I the records as they are received from the employer which may be incomplete. If the records are incomplete and I need the missing information, I will contact L&I and request further assistance.

I certify that I will not use the requested records for commercial purposes in the event that a list of individuals is included in the material provided. The Department of Labor & Industries defines commercial as communication with the individuals named in the record(s) for purposes of facilitating profit-expecting activity.

Print Name Signature Date