STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
REGULATED INDUSTRIES COMPLAINTS OFFICE
235 SOUTH BERETANIA STREET, 9TH FLOOR
HONOLULU, HI 96813
cca.hawaii.gov/rico

DATE FORM RECEIVED BY RICO:

(FOR OFFICIAL RICO USE ONLY)

Public/Individual Records Request Form

Date:_____

Name:_____

Mailing Address: _____
Street *City* *Zip*

Email address: _____
(Note: RICO will most likely communicate with you by email)

Day telephone number: (___) _____

Case No. or Name on file (if available):_____

Your involvement in case (if any):_____

Specify the records or information you want from the file:

_____

_____

_____

Copies of disclosable records will be provided to you by **email** unless you check one of these:

___ (Pease send me copies by regular mail), **OR**
___ (I will pick up copies at RICO's office) **OR**
___ (I want to inspect the records only at RICO's office).

Finally, before information can be released, you must pre-pay $.25 per page for duplication costs, postage should anything be mailed to you, and potential search and segregation expenses.

Email form to: rico@dcca.hawaii.gov

OR

Mail form to: Regulated Industries Complaints Office
Attention: Consumer Project Attorney
235 South Beretania Street, 9th Floor
Honolulu, Hawaii 96813