



STATE OF HAWAII DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
REGULATED INDUSTRIES COMPLAINTS OFFICE (RICO)
235 S. BERETANIA STREET, 9th FLOOR
HONOLULU, HAWAII 96813
Website: cca.hawaii.gov/rico

PUBLIC Records Request Form *(Form revised Dec. 2022)*

Date: _____ Requester's Name: _____

Email Address: _____

Mailing Address: _____

Requester's day telephone number: _____

The requester is seeking records concerning:

Name of respondent(s) (if known): _____

RICO complaint number(s) (if known): _____

Identify records you are requesting: _____

Copies of disclosable records will be provided in electronic format, and in most cases will be sent directly through email, unless one of these are checked:

- ☐ Please send me physical copies by USPS, **or**
☐ I will pick up copies of the records at RICO's office; **or**
☐ I will inspect the records at RICO's office.

You may be required to pre-pay all or some of the following costs before information is released to you:
(1) at least \$.25 per page for duplication expenses, (2) postage expenses for mailing physical copies of records to you, and (3) RICO's search and segregation expenses.

Please email the completed form to rico@dcca.hawaii.gov or mail it to RICO, Attn: Administration, at:

*Regulated Industries Complaints Office
Attention: Administration
235 S. Beretania Street, 9th Floor
Honolulu, Hawaii 96813*