



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

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

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