



What is a Public Record?

By law, Washington agencies have to share certain records when a citizen makes a request. Public Records are open for inspection by anyone who wants to view them.

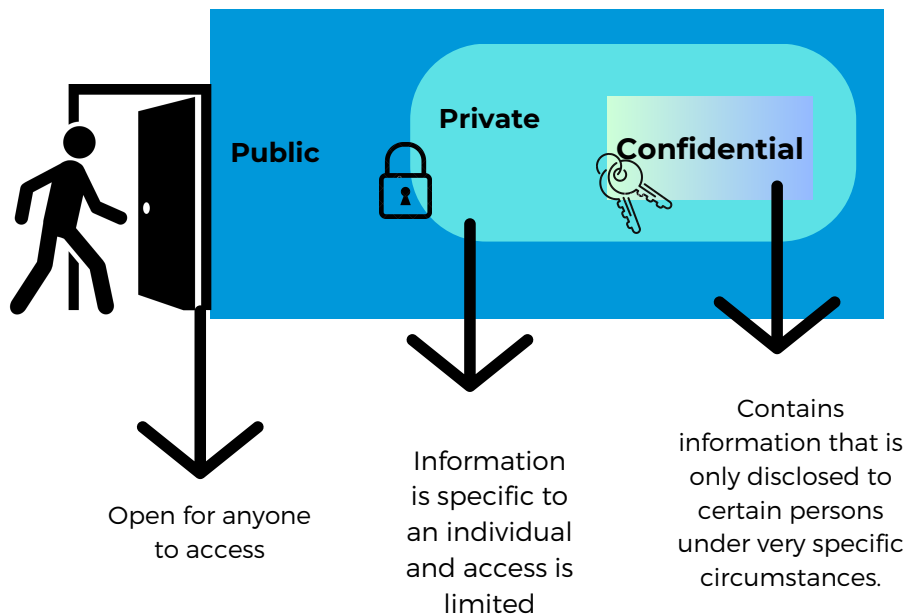
Public records make the government more accountable. It also makes it easy to find someone.

To the read definition of a “public record” go to the Washington Administrative Code: **WAC 44-14-03001** at the Legislature website. www.leg.wa.gov or Google: **WAC 44-14-03001**.

The following is a list of public records that are being used to track people. The list is not comprehensive, but it will give you an example of what a public record is.

- Voting records
- Licensing records
- Vehicle title history
- Marriage records
- Real Property records
- Business records Corporate/non-profit organization
- Liens and Judgements
- Court Records (unless sealed)
- Criminal and Civil Court
- Law Enforcement records
- Moving violations, citations and evictions

Confidential vs Public Records



Need to make an Update?

Please remember to notify the ACP at least two (2) days before you move. We **must** have your address change in writing with your **signature** by mail or by fax. For your safety, we don't take a change of address over the phone or by email. We don't know who is on the other end of the phone and our email is public record.

For your convenience, we have updated the Change of Information Form on our website at: <https://www.sos.wa.gov/acp> under Participants > Forms.

If your mail gets returned as undeliverable and we can't get in touch with you, we will cancel your participation in the ACP.

Make sure the ACP has your current phone number and your voicemail is set up so we can contact you if there are any problems.

The image shows a screenshot of the 'Change of Information' form from the ACP website. The form includes fields for 'NAME' and 'PMB Number'. Below these is a section titled 'Date ACP should make the update(s):'. A checkbox section asks 'I'm using this form to update or add my (please mark as applicable):' with options for 'New Residential Address', 'New Mailing Address', 'New Phone Number', 'Add a Business Name', 'New Email Address', 'New Legal Name (Supporting documents required)', 'Add a Trust Name', and 'Add or Remove Household Members (adults 18 or older must apply to ACP)'. At the bottom, there are fields for 'My New Actual Residential Address', 'My New Mailing Address', 'My New Phone Number', 'My Former Name (if applies)', 'City', 'State', 'Zip Code', 'My New E-mail Address', and 'My New Legal Name (if applies)'.

Data Safety Tips

Washington Enacts First State Comprehensive Health Privacy Law

On March 31, 2024, the MyHealth MyData Act will be law. This means that regulated health entities are required to get permission before collecting or sharing health data unless collecting or sharing is necessary to provide a product or service to the person. A person can also request that information be deleted and consent to share can be withdrawn.

This is a big step for data privacy laws in Washington state! Use the search term "comprehensive health privacy law". Find the article at this link: <https://www.huntonprivacyblog.com>

More resources:

The Privacy Rights website is a great resource for information on privacy on many different topics: <https://privacyrights.org/>

If you own your own business; the following website may have useful information:

Federal Communications Commission: Cybersecurity for Small Businesses

<https://www.fcc.gov/communications-business-opportunities/cybersecurity-small-businesses>



You can access the newsletters on our website at <https://www.sos.wa.gov/acp>

Under Participants Newsletters, if you click on the links in the Newsletter you will be able to read the articles.

Call ACP with questions at (360) 753-2972 or 1 (800) 822-1065. Fax: 360-586-4388.