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|  |  Forms and Records Management Services  **Forms Request** Type or print clearly. |
| 1. **Use this form to order DSHS forms.** Keep a copy for your records.  **Order forms marked with an (X) from the Fulfillment Center on-line only at** [**www.prt.wa.gov**](http://www.prt.wa.gov)**.** Other DSHS forms are available through Forms and Records Management. Send your forms request to Mail Stop 45805, PO Box 45805, Olympia WA 98504-5805; or email it to Millie Brombacher at brombma@dshs.wa.gov.  Check the FRMS Intranet website at <http://forms.dshs.wa.lcl/> and the Internet site at <https://www.dshs.wa.gov/fsa/forms> for your forms. |
| **Use a separate form for each “ship to” location** |
| 2. Ship to location:Name of office or organization: Mail Stop:  **ATTN:** Telephone number:   | 3. Street Address (PO Box not acceptable) Street address: City:  State: **WA** Zip Code:   |
| **4. Form Number** | **5. Quantity**  | **6. Form Title** |
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| 7. Other Instructions |
| 8. Requestor’s Name | 9. Telephone Number | 10. Date |