



## Brief Adjudicative Proceeding Request Form

### Firearms Certificate Program

<b>TYPE OR PRINT ONLY</b>	<b>CASE NUMBER</b>	
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE INITIAL</b>
<b>MAILING ADDRESS</b>		
<b>CITY, STATE + ZIP</b>		
<b>DAYTIME PHONE NUMBER</b>	<b>CELL PHONE NUMBER</b>	
<b>EMAIL</b>		

### Request for a Brief Adjudicative Proceeding (WAC 139-03-020)

I request a brief adjudicative proceeding (BAP). I understand the proceeding does not require my attendance, and does not involve my in-person testimony. I also understand that in order to tell the presiding officer why I disagree with the proposed action, I must submit a written statement or other documents. **Initials:** \_\_\_\_\_

#### Scheduling Preference (Choose One)

**I want to have the proceeding scheduled to begin as soon as possible.** I have submitted, or am including with this form, all the materials I want the presiding officer to consider.

**I need some time to write a statement and/or gather documents.** I understand I must submit these materials so they are **received** before the proceeding **begins**. When this request form is received, the proceeding will be scheduled so that I will have **at least five business days** advance notice of when my statement and/or documents are due.

#### Notification Preference (Choose One)

I prefer to receive all notices and correspondence about this matter by:

**Email.** I understand that if I select this option, I must submit my request form by email. I authorize the use of the email address I used to submit my request.

**US mail.** I understand that if I select this option, all correspondence will be sent to the address listed on this form and the advance notification of the proceeding will have three mailing days added to the date of the notice only if time is requested for a statement and/or to gather documents.

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_