

## Public Records Requests

The Oregon Board of Psychologist Examiners (OBPE) provides certain information free of charge on the website. The “Licensee Lookup” function allows a search for licensees by name, city, or license number and provides contact information and disciplinary status. A list of unlicensed disciplinary actions is available as well. For other information, please submit a public records request as outlined below.

### **Making a public records request**

Requests for public records may be made to:

Debra Orman McHugh  
Executive Director  
3218 Pringle Road SE, Suite 130  
Salem, OR 97302-6309  
[Oregon.bpe@state.or.us](mailto:Oregon.bpe@state.or.us)  
Fax: 503-378-3575

Requests may be submitted in person, by mail, by fax, or by email.

Requests must include:

- The date of the request
- The name and address of the person requesting the public record
- The telephone number or other contact information for the person requesting the public record; and
- A sufficiently detailed description of the record(s) requested to allow OBPE to search for and identify responsive records. Please also specify the preferred format and delivery method.

### **Fees:**

OBPE fees under OAR 858-030-005:

Disciplinary Action Records	\$2.50 for the first 5 copies; \$.25 for each copy thereafter
Cumulative disciplinary report	\$7.50
Verification of Licensure	\$5 per written request
Computer Diskette or email list of licensees	\$35
Duplicating requests, including copying and mailing	\$2.50 for the first 5 copies; \$.25 for each copy thereafter
Transfer of Application/Licensure Information	\$20

The fee will be calculated upon request and must be paid prior to the release of the record.