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PUBLIC RECORDS REQUEST

BY _____ PHONE _____ - _____ - _____ ON ____/____/____

MAILING ADDRESS _____

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DOCUMENTS REQUESTED (PLEASE WRITE LEGIBLY):

IN WHAT FORMAT WOULD YOU LIKE THE INFORMATION?

PAPER COPY _____ DVD _____ E-MAIL _____ FAX _____ OTHER _____

FOR OFFICE USE ONLY

REQUEST REFERRED TO _____

OF THE _____ DEPARTMENT ON ____/____/____

INFORMATION RECEIVED IN THE CITY CLERK'S OFFICE ON ____/____/____

NOTIFIED PETITIONER ON ____/____/____ TIME OF NOTIFICATION ____:

STATEMENT OF RECEIPT

I verify that I received the above named documents on ____/____/____ at ____:

No. of pages _____

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