



**CITY CLERK'S OFFICE**  
401 E. Chapman Avenue, Placentia, CA 92870  
Phone: 714-993-8231 Fax: 714-961-0283

### Request for Public Information

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are public and available within the City's records system and notify the citizen of such determination. Please complete this form and hand-deliver it, fax, mail it or simply email us a copy to [jgodoy@placentia.org](mailto:jgodoy@placentia.org)

*The City's standard copying fee is \$0.60 per page. Additional charges may apply.*

Requestor (Print Name) \_\_\_\_\_

Address (Optional) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

**Services Requested:**

Inspection

Digital Copy

Copies \_\_\_\_\_

Description of Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only**

Request received by:  Walk-in  Mail  Fax  E-Mail

Received by (Staff's Name): \_\_\_\_\_

Date Received: \_\_\_\_\_

Due Date: \_\_\_\_\_