



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

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: _____