



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 **koleary@placentia.org**

The City's standard copying fee is \$0.25 per page. Additional charges may apply.

Requestor (Print Name) _____

Address (Optional) _____

Phone _____

Email Address _____

Services Requested:

Inspection

Copying

Inspection & Copying

Description of Records/ Records Date:

For Office Use Only

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

Received by (Staff's Name): _____

Date Received: _____

Due Date: _____