

PUBLIC RECORD REQUEST ORDER FORM

Instructions and costs

This form may be used to request public records pursuant to the California Public Records Act (Government Code § 6250 et seq.). Use of this form is optional.

You will be responsible for the direct cost of duplication for any documents. Fees are limited to the direct cost of duplication as authorized by law.

Inspection of records is free of charge. Documents will not be produced until payment has been received. We will notify you of any special charges or other additional charges authorized by state law or regulation before processing your request. Payment shall be made by cash, check, or money order payable to Access Services.

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Public records/information requested: (specify date range of information)

First Name

Last Name

Address

City

State

Zip

Primary Phone

Email Address

Fax

Print Name

Signature

Date

Preferred Method of Access:

- Inspection (No Charge)
- Copies (Duplication Fees Apply)

Please mail, email or fax completed and signed form to:

Access Services, Public Records Unit, P.O. Box 5728, El Monte, CA
91731 Fax: **213.270.6057**, Email: cserv@accessla.org