



Public Records Request Form

**City of Citrus Heights
City Clerk's Office
6360 Fountain Square Drive
Citrus Heights, CA 95621
(916) 725-2448
FAX (916) 725-5799
publicrecords@citrusheights.net**

Date Request Received

The City of Citrus Heights is committed to providing prompt, courteous access to Public Requests. All requests for documents will be reviewed within 24 hours and responded to within ten (10) days in compliance with the California Public Records Act.

The cost for copying public records is \$0.20 per page (plus any mailing costs). The charge for duplicating tapes is at cost.

Requests for Police Records are handled directly with the Citrus Heights Police Department (CHPD), located at 6315 Fountain Square Drive. CHPD can be reached at 916-727-5500.

REQUESTER INFORMATION:

NAME: _____ **TODAY'S DATE:** _____
ADDRESS: _____
CITY: _____ **ZIP:** _____
TELEPHONE: _____ **FAX:** _____
E-MAIL: _____

REQUESTED DOCUMENTS / INFORMATION *(Please be as specific as possible. List each document separately):*

- Provide Print Copy Provide Electronic Copy View Documents Only

HOW WOULD YOU LIKE THE CITY TO RESPOND TO YOUR REQUEST?

- Walk-In/Personal Pick-Up Email Mail Fax Other: _____

**THANK YOU FOR YOUR INTEREST IN OUR CITY RECORDS.
YOU WILL BE CONTACTED WHEN THE INFORMATION IS READY.**