CITY OF VERNON
City Clerk's Department
4305 Santa Fe Avenue, Vernon CA 90058
Fax (323) 826-1438

PUBLIC RECORDS REQUEST FORM

This form can be submitted in person, by U.S mail, by fax or e-mailed to: CityClerk@ci.vernon.ca.us.
For full functionality of "Print" and "Submit by Email" features, this form must be accessed via Internet Explorer.

REQUESTOR INFORMATION (PLEASE PRINT OR TYPE)

REQUESTOR NAME: _____ DATE: _____

Please indicate the best way for Staff to reach you regarding your request:

COMPANY NAME (If Applicable): _____

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

EMAIL: _____ TELEPHONE: _____

REQUEST FOR INSPECTION/EXAMINATION: _____ REQUEST FOR COPIES: _____

DESCRIPTION (Resolution/Ordinance #, Subject Matter) OF PUBLIC RECORDS BEING REQUESTED
(In order to facilitate your request, please be as specific as possible if no Resolution/Ordinance is referenced):

_____
_____
_____
_____
_____
_____
_____
_____

For Department Use Only:

Date Received: _____ Date of Response: _____

Office/Employee Responding: _____ Responded Via: _____

Documents Provided: _____
_____
_____

*NOTES: _____

Fees: The costs charged by the City for the Copying of any public records shall be direct costs incurred by the City of Vernon therefore, the sum of Fifteen Cents ($0.15) for each page of legal size or smaller. Any mailing costs shall be in addition thereto. In the event that the requesting party shall require said document to be certified, the City Clerk shall certify the same upon payment of an additional One Dollar and Seventy-Five Cents ($1.75) for each certification thereof.