

**Official Use Only**

Date Due: \_\_\_\_\_

Completed By: \_\_\_\_\_

Dept: \_\_\_\_\_

Fee Due: \$ \_\_\_\_\_



**City of Encinitas**  
*City Clerk's Department (760) 633-2601*

**PUBLIC RECORDS REQUEST**

Please complete in detail & submit to the City Clerk's Department for processing.

Requests for copies of public records may take up to ten (10) days to complete. You will be notified by telephone and/ or email when your request is ready for pick up.

Fees:

Ten cents (.10) per letter or legal size page

\$15 per CD or Video

Maps, other documents & colored copies- prices vary

I/ We, the undersigned, hereby request the following documents (or portions thereof) as indicated below:

Description of Document:

\_\_\_\_\_  
\_\_\_\_\_

Original Date of Document or Meeting: \_\_\_\_\_

Page #'s or "ALL": \_\_\_\_\_ # of Copies: \_\_\_\_\_

Requested By: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell or Work: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Signature** \_\_\_\_\_