

Request for Public Document

City of Ripon

Written requests are not required; however, requests for records in writing allow us to more accurately identify the records sought and process the request more efficiently.

You may submit your request to inspect or receive copies of public records by mail or in person, during regular office hours to the City Clerk, City of Ripon, 259 N. Wilma Avenue, Ripon, California, 95366. You may also contact the office by e-mail at information@cityofripon.org.

You will be required to pay the cost of any printed copies you request: 10-cents per letter-size page and 15-cents for legal-size pages. (Double-sided pages are charged for each side.) Audio or video tapes are \$5.00 each.

This form will be returned to you with your requested documents, or it will be destroyed if the request is determined to be abandoned.

Date

1. **Your name:** _____

2. **Your mailing address:** _____

Street and Suite, Floor, Apt. Number, or Post Office Box Number

City, State, Zip Code

3. **Your daytime phone number:**

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4. **Name of public record(s) requested:**

If necessary, you may provide a description which reasonably identified the public record(s) requested. We will do our best to help you; however, non-specific request(s) which are ambiguous and uncertain shall be returned for more information.

