



**City Clerk's Office**  
220 West South Avenue  
Woodland Park, CO. 80863  
Telephone (719) 687-5295  
Fax (719) 687-5232

## Request for Public Records

*It is the goal of the City Clerk's Office to assure prompt and equitable service to customers requesting access to public records. It is the policy of the City Clerk's Office to make records available for public inspection at reasonable times unless such records are protected from disclosure by law. Please be advised that fees are associated with requests for copies or other requests that require significant resources.*

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

Phone number: \_\_\_\_\_

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

Date Requested: \_\_\_\_\_

Specific Records Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request To:                      Inspect: \_\_\_\_\_      Mail Copies: \_\_\_\_\_      Email: \_\_\_\_\_

Means of Notifications:      Mail: \_\_\_\_\_              Pick Up: \_\_\_\_\_      Email: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

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### Office Use Only

Fee: No: \_\_\_\_\_      Yes: \_\_\_\_\_      per Page      Total Cost \$ \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

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

Distribute:      Mail \_\_\_\_\_      Pick Up \_\_\_\_\_      Email \_\_\_\_\_

Date: \_\_\_\_\_      Initials: \_\_\_\_\_