



REQUEST FOR RELEASE OF PUBLIC INFORMATION

Certain Animal Services records constitute public information and may be released to the general public upon request. To file such a request, please complete and submit the information on this form to the Animal Services office. Requests may be submitted in person, by mail, or by fax.

Depending upon the information requested, up to ten (10) days may be required to research, compile, and approve your request. Each request is subject to a \$15 processing charge; additionally, a copy fee of 10¢ per page shall be applied after the fourth page.

REQUESTOR INFORMATION

Name		Date of Request	
Physical Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Home Phone	Mobile Phone	Email Address	

INFORMATION REQUESTED

Animal Bite Report	Bite Record Number	<input type="checkbox"/> Summary Record (available to any requestor at no fee) <input type="checkbox"/> Full Report (available to bite victim, legal representative insurance agency, or by subpoena. Document production fees apply).
Incident Report	Incident Number	<input type="checkbox"/> Summary Record (available to any requestor at no fee) <input type="checkbox"/> Full Report (available to incident victim, legal representative insurance agency, or by subpoena. Document production fees apply).
Other		

FOR STAFF USE ONLY

Date Received	Submitted	Processed by	Approved by
	<input type="checkbox"/> In Person <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Electronic		

Approval

<input type="checkbox"/> Approved – Complete Copy	<input type="checkbox"/> Approved – Redacted Copy	<input type="checkbox"/> No Responsive Record
<input type="checkbox"/> Denied	Gov. §6254(f)	Open Investigation Requires Subpoena Other

Record Release

Fees

Date	<input type="checkbox"/> P/U in Person <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Email	
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