



# Public Records Request Form

Office of the City Clerk  
445 E. Florida Avenue  
Hemet, CA 92543  
Phone: 951-765-2316 or  
951-765-2384  
[www.cityofhemet.org](http://www.cityofhemet.org)

City Clerk's Date Stamp
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In accordance with City Council Resolution No. 4647, the following fees apply: 25¢ for the first page and 10¢ for additional pages per page for standard reproduction of documents of a size 8½" x 11", actual cost for reproduction of oversize documents or those requiring special processing, and actual postage charges, if applicable. The City Clerk's Office will make every effort to produce documents immediately upon request; however, the California Public Records Act request (Government Code Section 6250 et. Seq.) allows the City of Hemet 10 days in which to respond to requests for records. A staff member from the City Clerk's office will contact you to advise the availability of records.

		DATE:
NAME: (Optional)		
MAILING ADDRESS:		
EMAIL ADDRESS: (please provide, we will email your request if possible)		
CITY	STATE	
PHONE NUMBER		
How would you like your documents provided to you?		
<input type="checkbox"/> Emailed <input type="checkbox"/> US Mail <input type="checkbox"/> Pick up/view at City Hall (hours from 8 a.m. to 5:30 p.m. Monday -Thursday)		
When requesting documents, you must be specific as to the documents you are requesting.		