



PUBLIC RECORDS REQUEST FORM

Office Use Only

CONTROL NUMBER



ATTENTION REQUESTOR: To expedite your request for Department records, please fill out this form completely, and identify specifically the type of records you are requesting from the list below. Where applicable, the title of the document, specific election to which a document/data or other specific identifying information is advisable. **NOTE:** Requests for records must be for clearly identifiable records in the Department's possession. The Department is not required by law to create a new record or list from an already existing record.

REQUESTOR INFORMATION

NAME:	DATE:	
COMPANY:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	

REQUESTED FACILITY INFORMATION

TIME PERIOD OF DOCUMENTS REQUESTED:	From:	To:
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REQUESTED RECORDS (3 items only)

In accordance with Govt. Code Section 6253(b), the direct costs of duplicating the information requested will be charged to the requesting individual or organization (requestor).

Signature of Requestor

Adopted March 16, 2015

Note: After a preliminary estimate, advance payment may be required.



Riverside County Registrar of Voters
INSTRUCTIONS FOR REQUESTING RECORDS
(California Public Records Act, Govt. Code Sections 6250-6276.48)

1. All requests for records must be in writing bearing the signature of the requestor and will be processed in the order in which they are received. Public Records Request Forms are available at the office of the Registrar of Voters, 2724 Gateway Dr. Riverside, Ca. 92507. A form is also available at the Registrar of Voters website at www.voteinfo.net , click on “PRA Request Form”
2. Requests must be for records **in the possession of the Department** and must be clearly identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. Copies will not be provided if disclosure would infringe a copyright or would constitute an unreasonable burden on the operation of the Department.
Note: The California Public Records Act does not require an agency to create a document or record.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed within 3-4 weeks, or sooner.
4. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If your request is to review records, rather than receive copies, once the records are gathered an appointment will be made with you for review. Records not reviewed within 2 weeks of notification to requestor, will be returned to storage or re-filed and the requestor will be required to file a new request should he/she desire to review them.
6. There is a charge for the direct cost of duplication. Hard copies \$0.50 per page for the first page of each document requested and \$0.10 per page for each page thereafter. An invoice will accompany your records when completed. When records are requested in electronic format, the requestor shall bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record (Gov. Code Sec. 6253.9)
7. For further clarification please refer to the California Public Records Act and/or the Department’s Public Records Act Policy.

Adopted March 16, 2015