



PUBLIC RECORDS REQUEST FORM

(Government Code Section 6250, et seq.)

To facilitate processing your Public Records Act request, we encourage you to use the electronic form provided on the website at www.fresnomosquito.org.

If you prefer to contact us by regular mail or have copies of documents to submit in support of your request, please use this fillable form and mail to:

Fresno Mosquito & Vector Control District
Public Records Coordinator
2338 E. McKinley Ave. Fresno, CA. 93703
Phone: (559) 268-6565
Facsimile: (559) 268-8918

Submitting this form electronically does not provide the Public Records Coordinator with your contact information. In order for us to forward our response to your request, please provide some form of contact information (address, phone number, or e-mail).

Exempt Records: Please be aware that some records cannot be provided due to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

* Indicates Required Fields

* First Name:	Middle:	* Last Name:		
* Address:		* City:	* State:	* Zip Code:
E-mail Address:		* Phone Number:		

Specify type of request:

Inspection of Records

Copies of Records

Type of Source:

(select the category and circle the source)

Pools | Spa | Doughboys

Fountains | Birdbaths | Ponds

Gutters | Catch Basins | Storm Drains

Flood Control Basin

Canals | Ditches

Crops | Pastures

Tires | Containers

San Joaquin River

Other: _____

Is this information being requested for pending or anticipated litigation in which FMVCD may be a party?

Yes

No

Is this request for media purposes?

Yes

No

If so, what affiliation _____

Record Requested: Specify documents requested for inspection and/or copying - To assist the District in your request, please identify each requested record/document separately. Please be as focused and specific as possible (Date and Address). Non-specific or unfocused requests may cause a response to be delayed or the request to be denied. Attach additional sheets if needed.

Cost: The cost to copy requested documents is 25¢ per page, unless the copying is done by an outside service, in which case the cost will be the actual cost of duplication charged by such outside service.

Record(s) Description:

For District Use Only:

Date Received: ___/___/___ Preparer's Initials: _____ Date sent: ___/___/___

Comments:
