



## Public Records Request Form

### PART A

Please tell us about your request and where we should send your documents.

Name:

Date:

Telephone:

Alternate Telephone:

Company/Organization:

Mailing Address:

Email Address:

I want to check the status of the request I submitted on:

Requested Documents (*Provide title or subject and approximate dates.*):

You may return your request by:

- **USPS.** Mail your completed form to Tuolumne JPA, 175 Fairview Lane, Sonora, CA 95370
- **FAX.** (209) 533-9513
- **EMAIL.** Send an email with the scanned request form to [jwolfgang@tcsos.us](mailto:jwolfgang@tcsos.us)
- **IN PERSON.** Bring your completed form to the Tuolumne JPA.



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### *PART B*

*JPA staff to complete.*

Check one of the following and fill in the necessary information.

1.  Record(s) was/were located and reviewed on \_\_\_\_\_, 20\_\_.
2.  Record(s) was/were located and mailed/e-mailed to requestor on \_\_\_\_\_, 20\_\_.
3.  Record(s) could not be located from the information provided.
4.  Other – Please explain below.