



City Clerk's Office
220 West South Avenue
Woodland Park, CO. 80863
Telephone (719) 687-5295
Fax (719) 687-5232

Request for Public Records

It is the goal of the City Clerk's Office to assure prompt and equitable service to customers requesting access to public records. It is the policy of the City Clerk's Office to make records available for public inspection at reasonable times unless such records are protected from disclosure by law. Please be advised that fees are associated with requests for copies or other requests that require significant resources.

Requested By: _____

Phone number: _____

Mailing Address: _____

Date Requested: _____

Specific Records Requested:

Request To: Inspect: _____ Mail Copies: _____ Email: _____

Means of Notifications: Mail: _____ Pick Up: _____ Email: _____

Requestor's Signature: _____ Date: _____

Office Use Only

Fee: No: _____ Yes: _____ per Page Total Cost \$ _____

Date Request Completed: _____

Request Completed By: _____

Distribute: Mail _____ Pick Up _____ Email _____

Date: _____ Initials: _____