



**City of Long Beach**  
**Public Records Request Form**  
*Office of the City Manager*

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

Your Name:

Today's Date:

Telephone:

Alternate  
Telephone:

Your Company:

Your Mailing Address:

Email  
Address:

I want to check the status of the request I submitted on (date):

Requested Documents:

**You may return your request by:**

**USPS.** Theresa Graham, City Manager's Office, City of Long Beach, 333 West Ocean Blvd., Long Beach, CA 90802.

**FAX.** (562) 570-6583.

**Email.** Send an email with the scanned request form to: [RecordsCoordinator@longbeach.gov](mailto:RecordsCoordinator@longbeach.gov). **(Please ensure that the email address you are sending from is configured to accept responses from [RecordsCoordinator@longbeach.gov](mailto:RecordsCoordinator@longbeach.gov).)**

**In person.** Bring your completed form to the City Clerk in the Lobby of City Hall.