



City of Long Beach
Public Records Request Form
Office of the City Attorney

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:

Requested Documents:

You may return your request by:

USPS. Arturo Macias-Pedroza, Records Coordinator, City of Long Beach, City Attorney Office, 333 West Ocean Blvd., Long Beach, CA 90802.

FAX. 562-570-2232.

Email. Address your email with the scanned attached form to: RecordsCoordinator@longbeach.gov.

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

Please leave the following items blank. We use this information to keep track of your request.

Date we received the request:

Our file number:

Number of pages to be sent::

Date the documents were sent:

The documents were sent by: USPS email FAX Courier Pickup

Notes: