



UKIAH VALLEY FIRE AUTHORITY

1500 SOUTH STATE STREET

UKIAH, CA 95482-6709

Phone: (707)462-7921

Fax: (707)462-2938 ♦

email: sabba@cityofukiah.com

PUBLIC RECORDS REQUEST INFORMATION FORM

Date Submitted:	Requested by:		Phone (required)
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General Topic of
Information Requested

Description of
Records Requested and/or
Address of Incident:

What form would you like the records
to be delivered:

PLEASE CHECK THE APPROPRIATE BOX

<input type="checkbox"/>	Flashdrive:	We will provide a flash drive for a fee, you must provide a self addressed, postage paid envelope.
<input type="checkbox"/>	Email:	EMAIL ADDRESS:
<input type="checkbox"/>	Mail:	MAILING ADDRESS:

ALL REPORTS HAVE A \$5.00 FEE PER POLICY NO. 1023.40 for processing, printing, emailing. Copying onto a flashdrive and mailing is \$5.00 plus the cost of the flash drive. Per Policy 1023 the charges for other documents are as follows: \$.10/page for letter size black/white copies; \$.20/page for letter size color copies; \$.20/page for legal size black/white copies; \$.30/page for legal size color copies. 8.5 x 14 or 11 x 17 size paper are \$1.00/page for black/white and \$2.50/page for color. For maps, and plans copied onto 8.5 x 14 or 11 x 17 size paper the cost is \$5.00 page. There shall be no cost for any documents that are already in PDF Format and can be emailed.

Make checks payable to: Ukiah Valley Fire Authority

Mail check to: 1500 S. State Street; Ukiah; CA; 95482

Official Use:
Incident Report No. _____

OFFICAL USE ONLY

Date Recieveid:

Date Processed:

Received By:

Processed By:

Items Sent:

1)

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