



OFFICE OF
SHERIFF-CORONER

COUNTY OF SAN JOAQUIN

7000 Michael N. Canlis Blvd,
French Camp, CA 95231-9781

Steve Moore
Sheriff-Coroner
Public Administrator

Public Records Request Form

This form is not required to submit a request, but helps the Department with tracking and responding.

To be Completed by Requestor

Name of Requestor: _____

Agency/Company: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Requested Documents (Please be as specific as possible)

Please indicate how you would like the Department to respond to your request:

Walk in / Personal Pick-up

Fax

Computers/Email

Mail

Other _____

For internal use only.

Request Received	Request Completed (Notification Given of Record Availability)	Request Picked-Up/Mailed/Faxed
Date Due: _____ Staff Initials: _____	Date: _____ Staff Initials: _____	Staff Initials: _____
How Request Was Received	Notification	Completion
<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other	Assigned to: _____ 1st Response: _____ 2nd Response: _____	<input type="checkbox"/> Pick-Up <input type="checkbox"/> Faxed <input type="checkbox"/> Mailed <input type="checkbox"/> Other