



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: Ronnie Romero, City of Long Beach, City Manager's Office, 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. **(Please ensure that the email address you are sending from is configured to accept responses from RecordsCoordinator@longbeach.gov.)**

In person: Bring your completed form to the City Clerk's Office in the Lobby of City Hall.