Coachella Valley Water District
PO BOX 1058
Coachella, CA 92236
(760) 398-2651

Public Records Request Form

NAME OF REQUESTOR:	
AGENCY/COMPANY:	
PHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	

Description of Requested Documents:

_____

_____

_____

I am Requesting the Following Services:

☐ Inspection ☐ Copying ☐ Inspection & Copying

☐ General Information ☐ Other _____ ☐ Electronic Copies

********** *FOR DISTRICT USE ONLY* **********

Request Received Via: ☐ Walk-in ☐ Mail ☐ Email ☐Telephone

☐Other _____

Forward to: ☐ Administration ☐ Billing/ Service ☐ Communications

☐ Conservation & Water Mgmt ☐ Engineering ☐ Environmental Services

☐ Facilities & Maintenance ☐ Finance ☐ Human Resources/Risk

☐ Legal Counsel ☐ Operations

Date Request Received by CVWD: _____ Date to Complete By: _____

Assigned to: _____ Department: _____

List of Documents Provided: _____

_____

Documents provided by: _____ _____
Employee Name Date

Total Cost of Copies : $ _____ Completed on: _____

Completed By: _____ Department: _____

I understand there is a charge for duplication of all materials that I may request and I agree to pay for those copies before receiving the material. The cost per photocopy of black & white 8 -1/2x 11, 8 – ½ x 14, or 11 x 17, is $ 0.25 per page.