



## Document Request Form

Please return to the City Clerk's Office  
[Clerk@cityofnapa.org](mailto:Clerk@cityofnapa.org)  
955 School Street, Napa, CA  
707-257-9503

Name (Not Required):

Date:

Address:

Phone:

E-mail:

Date Needed:

**PLEASE CLEARLY DESCRIBE THE INFORMATION/DOCUMENTS YOU  
ARE REQUESTING (including names, dates, etc):**

(More space available on reverse)

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**For office use only: Department, please send this form to Clerk Office for processing.**

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Comments:

For information on the California **Public Records Act**, see **CA Government Code Sections 6250-6270**