



City of Cleveland Public Records Request

Public Records Section
Department of Law
601 Lakeside Ave., Room 106
Cleveland, OH 44114-1077
P: 216.664.2772 F: 216.420.8560

INSTRUCTIONS: You can type directly on this form or print it out and fill it in by hand. If filling in by hand, please print clearly. For questions and information, call the phone number above. Send the form to the address above, Attn: Public Records, via fax at the above fax number or via email to publicrecords@city.cleveland.oh.us.

REQUEST DATE	REQUESTOR'S NAME	COMPANY NAME (IF APPLICABLE)		
STREET ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS		

Please provide specific details about what you want, including time frame, locations, etc. (if applicable). Although the Public Records Law does not require your request to be in writing, this will avoid delays and confusion. Thank you.