# Public Records Request Form for the Water Utility Department

The California Public Records Act provides that records relating to utility customers and utility usage data are generally exempt from disclosure (Government Code Section 6254.16), subject to specific exceptions. Requesters who are agents or authorized family members of a utility customer must complete this form **and provide a completed authorization form in order to obtain such records.**

Utility usage data is readily available on the Utility Services Billing page of the City's website at: https://linksite.cityoffullerton.com/. Utility customers or their authorized agents may create an online account using the customer and account numbers shown on a utility bill

Contact Name: _____ Company: _____ Date: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone No: _____ Fax No: _____

Email Address: _____

**Check Requested Information:**

_____ Water Consumption History Dates: From: _____ To: _____
_____ Billing Information History Dates: From: _____ To: _____

## Please provide account information below.

| Service Address | Meter Number | Account Number | Customer Number | Account Contact and Number on File |
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A response to your request will be filled as soon as possible, but **no later than 10 days from the date of request**, unless the response time is extended by the City's written notification to you. If for any reason we are unable to provide the information or the information requested is not available, you will also be notified in writing. (See Government Code Section 6253.) If an electronic record needs to be created in response to your request, you will be notified of the actual cost of the record, and payment will be due prior to production of the record. (Government Code Section 6253.9(b).)

*Please Mail or Hand Deliver the **Public Records Request** form to:*
City of Fullerton
City Clerk's Office
303 W. Commonwealth Avenue
Fullerton, California 92832-1775

# Authorization Form to be completed by the Utility Account Holder

A completed form with **original signature must be mailed or delivered** to the City Clerk's office along with a completed Public Records Request Form for the Water Utility Department (**Scanned, emailed or faxed copies of this form will not be accepted)**. A completed form with original signature must accompany each submitted Public Records Request Form.

I, _____(print name), affirm that I am the account holder/authorized representative of a corporate account holder for the utility records being requested by _____(name of requester)("Requester"). I also affirm that Requester is my/my corporation's authorized agent or authorized family member (circle one) and has my/my corporation's permission to obtain records relating to my/my corporation's utility account(s) listed in the accompanying Public Records Request Form for the Water Utility Department.

**I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.**

Date: _____ Signature: _____

Name of Corporation (if applicable): _____