



City of Anaheim

Office of the City Clerk

200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805
(714) 765-5166 • fax (714) 765-4105
www.anaheim.net

Request for Public Records

STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).

STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; tbass@anaheim.net fax: (714) 765-4105

STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name: Thomas P. Riley Date: 9/10/19 8:33 AM

Company Name: Law Offices of Thomas P. Riley, P.C.

(Mailing) Address: _____ City/State/Zip Code: South Pasadena, CA 91030

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

Email or Phone

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Re: *Las Brisas Mexican Grill*
1734 S Euclid Street
Anaheim, CA 92802
As of Date: 9/15/18

To Whom It May Concern:

I am writing because my law firm is attempting to obtain a copy of the health permit, health permit application (or any documentation) for the above referenced establishment as of September 15, 2018. Specifically, my office seeks to ascertain the identity of the lawful permittee/licensee at the business address referenced on the "As of Date" also referenced. If the business was being operated by a Corporation or LLC, my office also requests the identity of the officers or managing members of the company holding the license on the "As of Date".

By copy of this letter may I ask that the appropriate department please provide such information to our firm or please let my office know

The information entered to request for public records is continued on succeeding page(s)

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records

Will Pick-Up Records

Please Mail

Electronically Signed/Submitted 9/10/19 8:33 AM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

what procedures we should follow in order to obtain such information.

Please do not hesitate to let me know should you or your staff have any questions concerning this public record request.

Thank you very much,

/s/ Thomas P. Riley