



CITY OF GARDENA CITY CLERK'S OFFICE
PHONE: (310) 217-9565 / FAX: (310) 217-9683
PUBLIC RECORDS REQUEST FORM

Date: _____ Received Via: _____ phone _____ counter _____ City staff

Name: _____ Phone#: _____

Business/Firm: _____

Email: _____ Fax #: _____

Best time to reach you: _____

REQUEST FOR RECORDS RELATING TO (specify subject, project, dates):

Type (s) of record (s):

_____ Contract/Agreement _____ Deed _____ Resolution (s) _____ Ordinance(s)
_____ Minutes _____ Bid/ RFP Results _____ FPPC Statement(s) _____ Map
_____ Other

Description: _____

PAYMENT BY: Cash Check or Money Order Credit Card (see below)

PAY BY CREDIT CARD - CONVENIENCE FEE APPLIES (GovPay)

When paying by credit/debit card a convenience fee of 2.4% (min \$1.50) will be added to the transaction amount. **This fee is assessed by our third party service provider and the City does not retain any portion of this fee.** The fee will appear as a separate transaction on your monthly statement.

Select Card



Billing Address _____

Name on card _____

Amount Due \$ _____

Account # _____ exp _____

Signature _____ date _____

A 2.4% fee will be added to this total and will show as a separate transaction on your statement

By signing above, you state that you understand that the total amount applied to your credit/debit card will include an additional 2.4% (minimum \$1.50) convenience fee and that the fee will automatically be assessed by our third party service provider. This fee is **not retained by the City of Gardena.**