



MULTNOMAH COUNTY ANIMAL SERVICES
 P.O. BOX 698
 1700 W. COLUMBIA RIVER HWY
 TROUTDALE, OREGON 97060
 (503) 988-7387 Fax (503) 988-3002

PUBLIC RECORDS REQUEST FORM

To: Custodian of Records, Multnomah County Animal Control.

Records Identification: Animal Control Records are usually identified by any of the following: Animal Registration Number, Complainant/Name, Notice of Infraction/Citation Number, Owner or Operator Name, Quarantine Report Number or Date of Incident. Please provide as much information as possible for us to respond to your request.

_____		_____	
Name		Mailing Address	
_____		_____	
City	State	Zip	Phone Number

Please fill out the information on reverse side of this form to make your record request.

ESTIMATED PUBLIC RECORDS REQUEST COSTS:

1. Individual Animal Record: \$1.00
2. Single Document: \$1.00 for the first five pages, \$.25 each page thereafter, except as provided below
2. Color copies: \$2.00.
3. Electronic documents saved to diskette: \$5.00 per disc.
4. Appeal Hearing Audio Tape: \$17.50 per tape.
5. In lieu of providing copies, documents may be made available for inspection.

MULTIPLE RECORDS REQUESTS:

Any request made for multiple records, which apply to different animals or different owners shall be considered to be a separate request for each different owner or animal and billed accordingly.

PAYMENT INFORMATION:

Make checks or money orders payable to: Multnomah County Animal Control.
 Requests of \$10 or more may be charged by phone on a valid credit card. Payment must be made at the time of request. Requests requiring ten (10) pages or less may be faxed.
Mail or fax request to:

Multnomah County Animal Control, Attn: Field Supervisor, PO Box 698,
 Troutdale, Oregon, 97060. FAX: 503-988-3002

		FOR OFFICE USE ONLY	
Date Received: _____		Date Records Dispatched: _____	
Deposit Received: _____		Amount Billed: _____	
Form Received by: _____		Records sent by: _____	
	Date Payment Received: _____		

