



RECORDS REQUEST FORM

LANE COUNTY ANIMAL SERVICES

3050 N Delta Hwy., Eugene, Oregon 97408 / (541) 682-3645 / Fax: (541) 682-2009

Office Hours: Monday – Friday 9:00am – 4:00pm

Section A – Requester Information

Name of requesting individual		Title
Phone(s)	Fax	E-Mail
Firm or Trade		
Mailing Address		
City	State	Zip

Section B – Record(s) Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist Lane County staff with locating the record(s). Include names, dates, animal descriptions and/or subject of any alleged violation.

Description of records requested:

Section C – Format of Record(s)

Please specify the preferred format of records(s).

Paper Copy Visual Inspection Only

By signing below, I certify that the information is true and correct to the best of my knowledge.

Requester's Signature:	Date: / /
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----- Lane County Staff Use Only -----

Date request received: ____/____/____ by: _____

Estimate status

An estimate of \$ _____

Was proven on _____

By _____

Request status

Authorization to Proceed

Request Withdrawn

Info provided/ complete

Info not provided—law excludes information requested

Other _____

Payment Status

Amount Received \$ _____

Cash Check Other