



BASIN TRANSIT REQUEST FOR PUBLIC RECORDS

62405 Verbena Road
Joshua Tree, CA 92252
Tel: (760)366-2986
Fax: (760)621-4262

Reserved Date Stamp

Type of Request:

_____ Inspect Public Records during Basin Transit office hours.

_____ Copies of Public Records.

_____ I would like to pick the copies up once available at Basin Transit.

_____ I would like copies of the records sent to me by mail to the address listed below.

PLEASE NOTE Requests for Basin Transit documents must be made to Basin Transit. There is no charge for the first 10 pages of most public documents. A \$0.15 per page charge (plus a mailing fee if you would like the records mailed) will be assessed after the initial 10 pages. Basin Transit will, within 10 calendar days, contact you regarding your public records request. If there are unusual circumstances as defined in Government Code Section 6253, we will notify you of the delay and the date when a determination is expected. You will be contacted when your request is ready for pick-up.

Records Request (Please be specific):

Signature _____ Date _____

Name (Print) _____ Phone _____

Mailing Address _____ State _____ Zip _____

FOR OFFICE USE ONLY:

Document(s) Reviewed: _____ Copies provided by: _____ Total Pages: _____

Total Cost: _____ Comments: _____