



## 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.

I would to obtain video record for a fee of \$15.87 per DVD for reproduction.

**\*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: \_\_\_\_\_