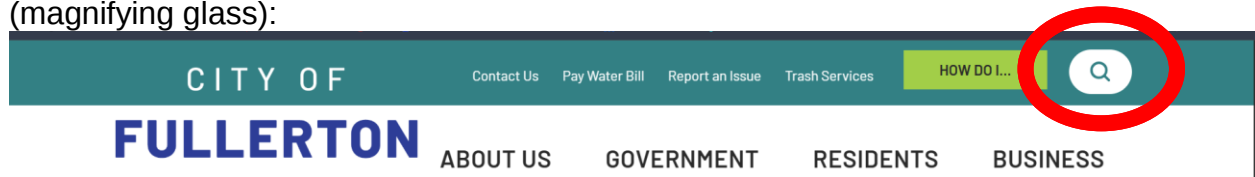


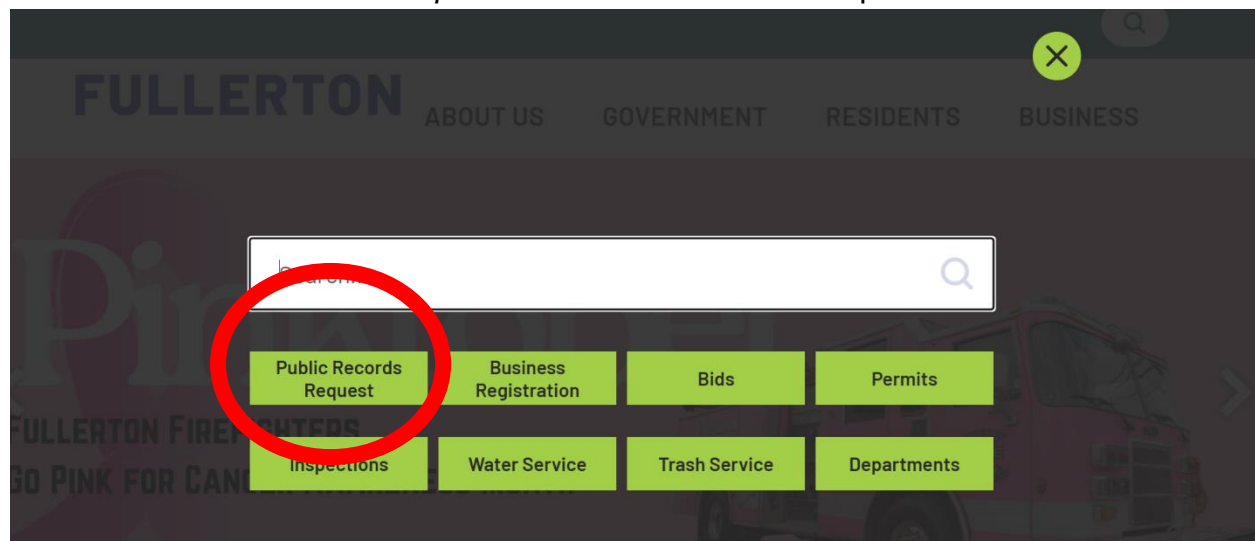
## City of Fullerton Public Records Request Portal Tutorial

To submit a public records request:

From the City of Fullerton Home Page (cityoffullerton.com), select the Search Icon (magnifying glass):



Select the *Public Records Request* button from the search options:



Select the *Public Records Center* button on the Public Records and Information Page:

The screenshot shows the City of Fullerton website's Public Records and Information page. The header includes the City of Fullerton logo and navigation links: ABOUT US, GOVERNMENT, RESIDENTS, and BUSINESS. A sidebar on the left lists various city services, with 'Public Records & Information' highlighted. The main content area is titled 'Public Records & Information' and includes a breadcrumb trail: Government > Departments > City Clerk >. Below the title, there is a section for 'Public Records Requests' with a detailed explanation of the process and a link to the 'Public Records Center'. The 'Public Records Center' button is circled in red. Other buttons visible include 'Police Reports', 'Municipal Code', and '700 Form (SEI)'. At the bottom, there is a section for 'Online Records Library & Other Tools' with links to the 'Online Records Library' and 'Fullerton Municipal Code'.

Select the *Submit a Public Records Request* button:

The screenshot shows the City of Fullerton website's Public Records Center page. The header includes the City of Fullerton logo and the title 'Public Records Center'. A sidebar on the left lists various city services, with 'Public Records Menu' highlighted. The main content area is titled 'Public Records Menu' and includes a list of links: Public Records Home, Submit a Request, My Records Requests, and Request Number Search. Below this list, there is a section for 'FAQs' with a link to 'See All FAQs'. The 'Submit a Request' button is circled in red. Other buttons visible include 'Submit a Request for Police Reports', 'My Records Requests', and 'Public Records Request Log'.

Log into an existing account, create a new account or submit an anonymous request (anonymous requests do not receive notifications):

Public Records Menu

Public Records Home

Submit a Request

My Records Requests

Request Number Search

FAQs

See All FAQs

Agreements

Building Inspections

City of Fullerton Resolutions

Service Request

How do I pay fines and utilities online?

LOGIN AND SUBMIT

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

LOGIN AND SUBMIT

Email Address:\*

Password:\*

Submit

If you don't know or have forgotten your password, click here.

NEW USER

Create a new account

New User? Click below to create a new account.

Create Account

SUBMIT ANONYMOUSLY

You will not be able to receive updates or track the progress on the request submitted.

Submit

Complete the fields to identify the records you seek (do not include personal identifying information on the description):

conduct of government.

Type of Record(s) Requested:\*

-- Please Choose --

Location:

Please be specific as possible by providing an exact address, parcel number, or intersection, etc...

Involved Parties:

Please provide the name of the involved parties (if applicable)

Describe the Record(s) Requested:\*

Please be specific with your request to narrow our search and respond to you quickly and efficiently.

Preferred Method to Receive Records:\*

☒ Electronic

☐ View Documents at City Hall

☐ Pick-up Copies

☐ Regular Mail

Please note not all public documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the California Public Records Act.

The portal will show a pop up message if your record is already posted on the City website:

The screenshot shows the 'Public Records Request' form. On the left is a 'Public Records Menu' with links: Public Records Home, Submit a Request, My Records Requests, Request Number Search, FAQs (with a search icon), Agreements, Building Inspections, City of Fullerton Resolutions, Service Request, and How do I pay fines and utilities online?. The main form area has sections for 'Public Records Request', 'Public Records Request Details', and a description of public records. It includes input fields for 'Type of Record(s) Requested', 'Location', 'Involved Parties', and 'Describe the Record(s) Requested'. A red circle highlights a yellow pop-up message that reads: 'You can find permits online without submitting a request at https://portal.laserfiche.com/Portal/Browse.aspx?id=92491&repo=3261686e'. Below this, it says 'Please be specific with your request to narrow our search and respond to you quickly.' A red arrow on the right points to 'Related Information'.

The portal will also direct you to completed requests posted online that may match the records you seek as well as show you Frequently Asked Questions about the records you describe.

This screenshot shows the same portal with a red circle highlighting a sidebar on the right. The sidebar has a red header 'Related Information' and a red arrow pointing down. It contains two sections: 'Open Records Request' with a search icon and a list of five 'Public Records Request' entries, each with a share icon; and 'Frequently Asked Questions' with a search icon and two questions: 'Permits' and 'Where can I access campaign statements, FPCC Forms 700, Permits, Ordinances, Resolutions?'. The main form area is partially visible behind the sidebar, showing the same fields as the first screenshot. At the bottom, it says 'Powered by GovQA'.

Requestors receive an email notification on the status of their request and a link to the responsive records. Anonymous users may check the records request log to see the status of their request.