

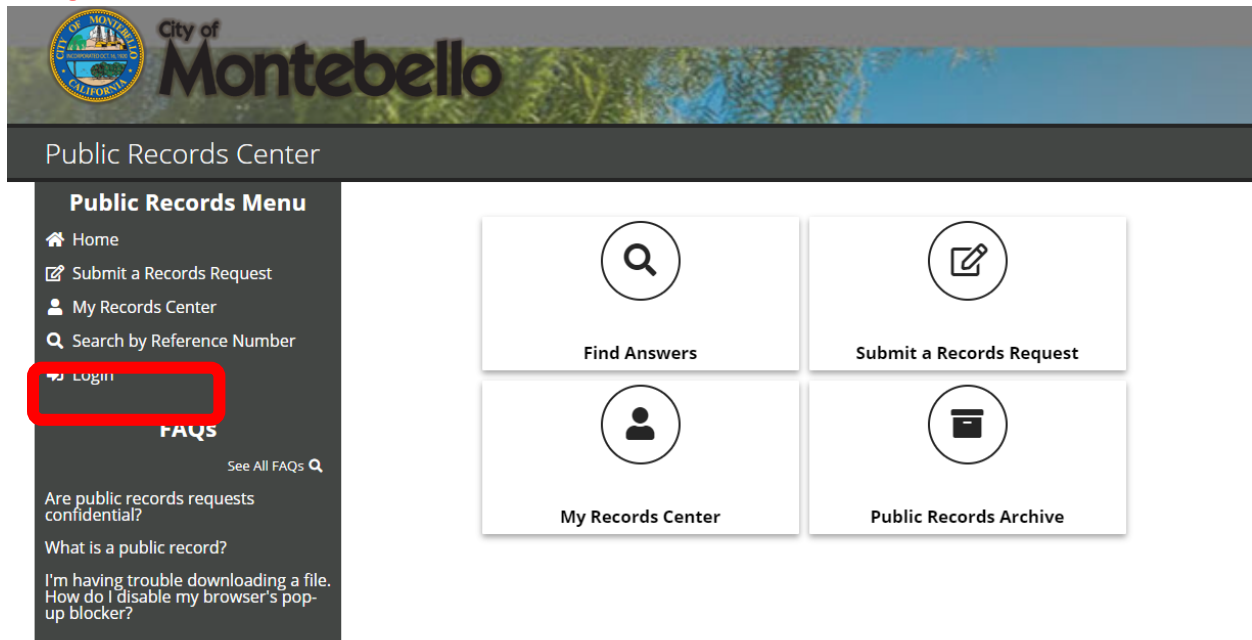
GUIDE FOR USING THE CITY OF MONTEBELLO'S PUBLIC RECORDS CENTER

Welcome to the City of Montebello's Public Records Center. This platform will allow you to submit requests for public documents, track requests, and communicate with the City Clerk's office. The Records Center can be accessed at https://www.montebellocal.gov/departments/administration/city_clerks_office/public_records_requests.

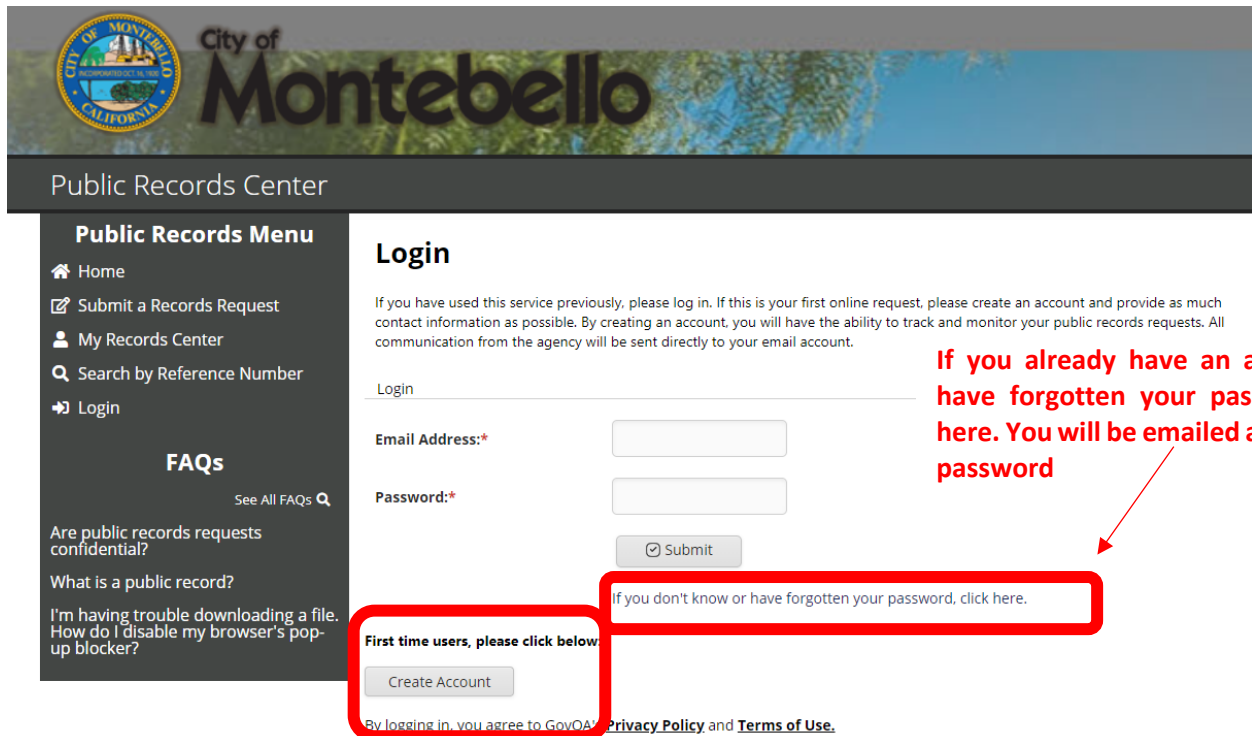
To submit a Public Records Request you will be required to create a free account.

Home Page:

Click on "Log In" to create an account



Click on "Create Account"



All fields with a * must be completed to activate your account. After filling out the form, please enter the unique CAPTCHA code (provided by GovQA), then select Submit.

City of Montebello
Public Records Center

Public Records Menu

- Home
- Submit a Records Request
- My Records Center
- Search by Reference Number
- Login

FAQs
See All FAQs

Are public records requests confidential?
What is a public record?
I'm having trouble downloading a file. How do I disable my browser's pop-up blocker?

My Information
Please complete as much information as possible. It will provide additional ways to contact you about your requested records, along with more ways to receive documents.

Personal Information

Email Address:*

Password:*

Confirm Password:*

First Name:*

Last Name:*

Phone: Ext.

Address Information

Address 1:

Address 2:

City:

State:

Zip:

Additional Information

Company Name:

If Applicable

Enter CAPTCHA code:

CAPTCHA Code

Powered by GovQA

Required Fields are marked with a *

Once an account is created you are able to view all requests, invoices (if applicable per the City's Master Fee Schedule), check the status of any requests you have submitted, or update your customer account information.

Click on “Submit a Records Request” to proceed with submitting a request.

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My Public Records Center

Login here to check the status of requests you have submitted or to update your customer account information.

[View My Requests](#)
Click above to access requests submitted.

[View My Invoices](#)
Click above to view your invoice history.

[Edit Customer Account Information](#)
Click above to access and update your customer account information.

[Logout](#)
Logged in as

You may also click on “Submit a Records Request” from the Home Page. If you are not logged in, you will be prompted to do so or create an account if you haven’t done so at this point.

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[Click Here](#)

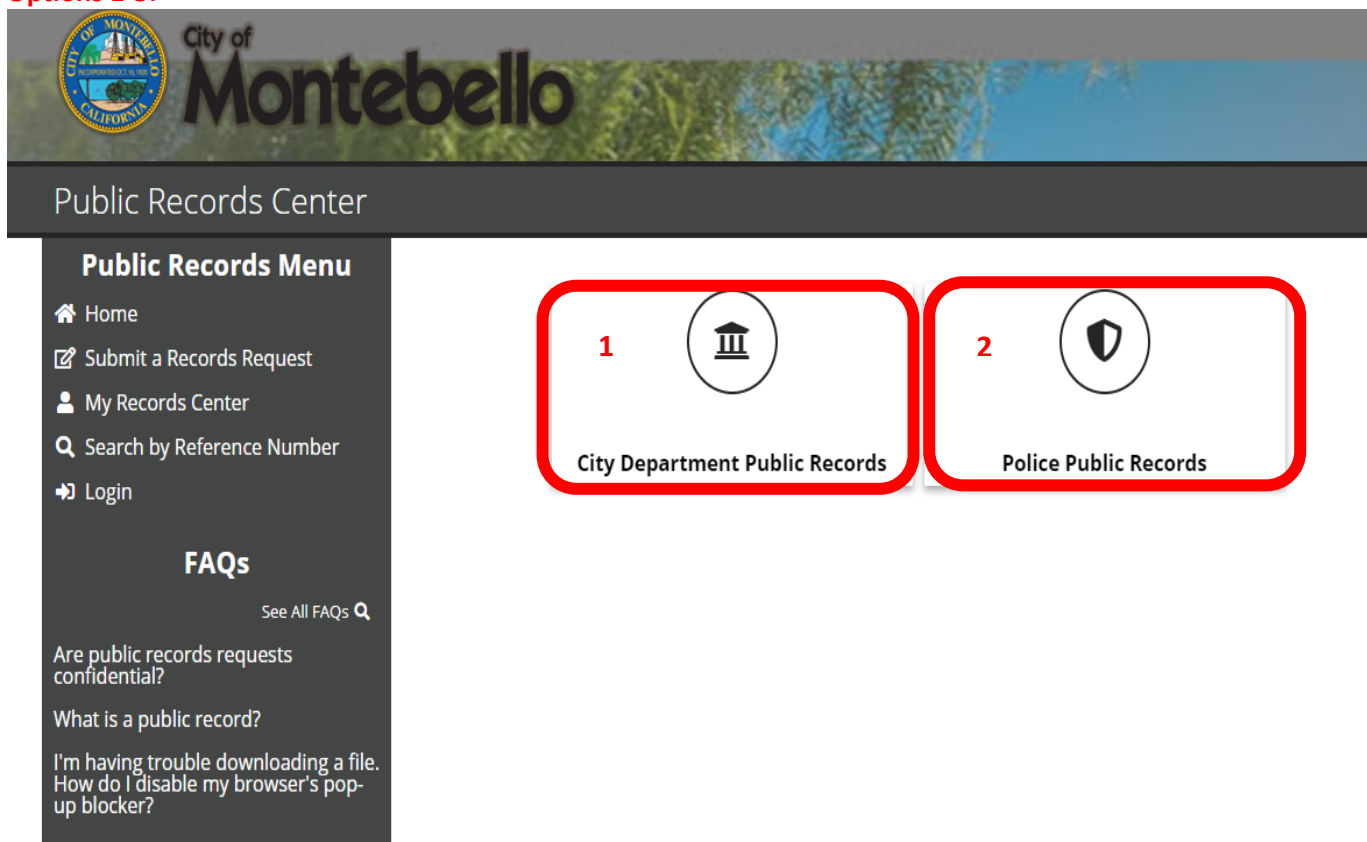
Find Answers

Submit a Records Request

My Records Center

Public Records Archive

Options 1-5:



Option 1 – City Department Public Records:

The highlighted options above will allow you to request public records. Select Option 1 to submit requests for the following City Departments: Administration, Planning, Building and Safety, Code Enforcement, Finance, Human Resources, Public Works, Recreation and Community Services, Transportation and Fire.

Please submit one request per Department.

Option 2 – Police Public Records:

Select Option 2 to submit request for the Police Department only.

NOTE: This Public Records Center only allows you to request City of Montebello records, not County of Los Angeles or State of California records.

Some departments have sub-departments, lists record types, and/or ask for a description of records requested. Select any/all applicable options and be as descriptive as possible.

Public Records Center

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- [Submit a Records Request](#)
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- [Logout](#)

FAQs

[See All FAQs](#)

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Records Request

Request Type:

Public Records Request

Logged in as:

...

Records Request Details

Please select the department:*

Administration

Admin records requested:



City Manager's Office



City Clerk



City Council

City Clerk records requested:



Resolutions



Ordinances



Council Agendas



Agreements

Describe the Record(s) Requested / Additional Information :*

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

Preferred Method to Receive Records:*



Electronic via Customer Portal



Inspect On-site



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 Public Records Law.

Once your request is submitted you will receive a confirmation email (see below). If a fee is associated with your records, you will receive an invoice. The invoice must be paid prior to records being released. Payments can be made through the City's online payment system or in person.

Dear

Thank you for your interest in public records of the City Clerk's Office of the City of Montebello. Your request has been received and is being processed. Your request was received in this office on July 19, 2021 and given the reference number R000156-071921 for tracking purposes.

Records Requested: "*****TEST*****"

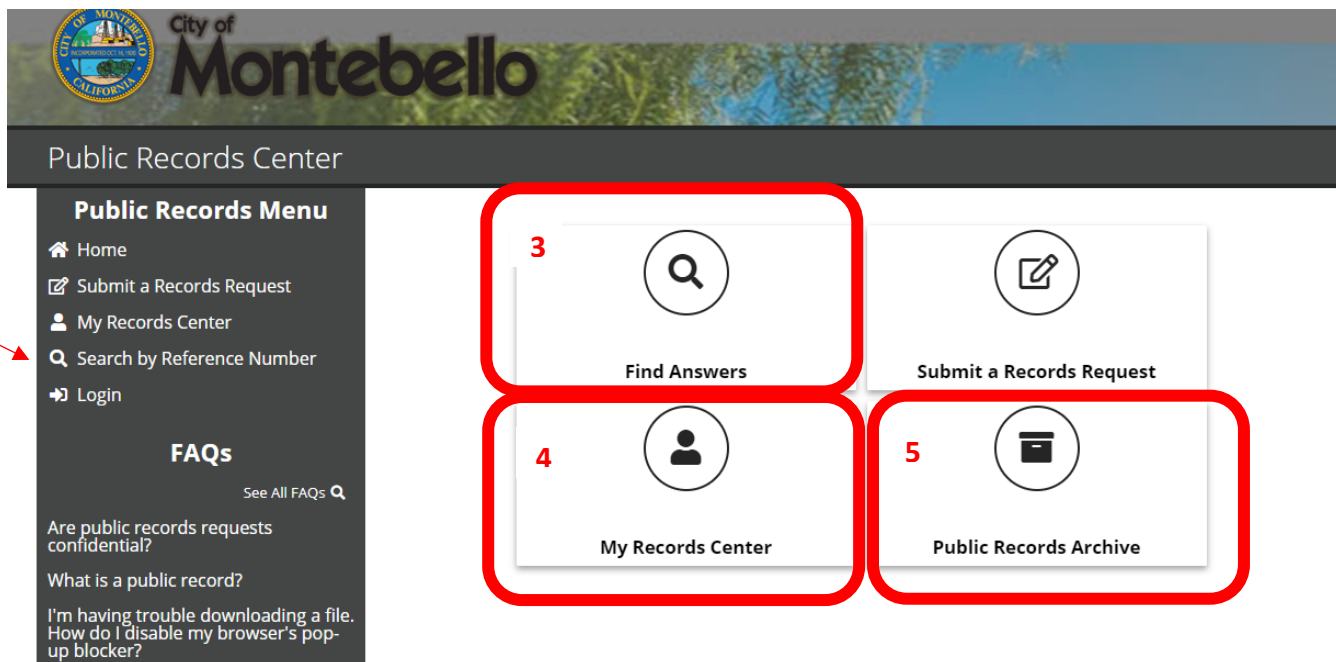
Your response will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. A response to your request will be filled as soon as possible, but no later than 10 days from the date the request was received, unless the response time is extended by the City's written notification to you.

If for any reason we are unable to provide the information or the information requested is not available, you will also be notified in writing. (See Government Code Section 6253). For more information contact the City of Montebello, City Clerk's Office, at (323) 887-1200.

City of Montebello Public Records Center

To monitor the progress or update this request please log into the [City of Montebello Public Records Request Portal](#)





Option 3 – Find Answers:

Allows you to browse by category and search for information by entering keywords, and view answers to frequently asked questions.

Option 4 – My Records Center:

Allows you to check the status of requests you have submitted or to update your customer account information. You may also search by Reference Number.

Option 5 – Public Records Archive:

Allows you to view the City's frequently requested public records requests.

