



Citizen Service Request and/or Complaint

Name of Person Requesting		Address	
Home Phone	Work Phone	Cell Phone	email
Description of the problem or request			
Request received: In Person _____ Letter _____ Phone Call _____ E-mail _____			
Date	Time	Received By	
	How Assigned	Date Assigned	Time
	E-mail ___ Fax ___ Delivered ___		
Response and Action taken by the Department Director assigned			
By		date	Time
Citizen Notified By		date	Time
Additional Action Requested			
Response			
By		date	Time
Citizen Notified By		date	Time
Request Complete		date	Time