

# City of Munroe Falls Ohio

## Instructions for submitting PUBLIC RECORD REQUEST FORM

Download the PUBLIC RECORD REQUEST FORM from the Forms & Info Sheets page of [www.munroefalls.com](http://www.munroefalls.com) and save it to your computer. (Look for "Save Page" or "Page > Save As" or "More Tools > Save Page As" in your browser's menu.)

You can submit a PUBLIC RECORD REQUEST FORM in one (1) of three (3) ways.

1.

- Print the PUBLIC RECORD REQUEST FORM.
- Fill out the printed form.
- Mail it to: Karen Reynolds, Finance Director/Clerk of Council, Munroe Falls City Hall, 43 Munroe Falls Avenue, Munroe Falls, OH 44262

2.

- Print the PUBLIC RECORD REQUEST FORM.
- Fill out the printed form.
- Bring the form in person to: Munroe Falls City Hall, 43 Munroe Falls Avenue, Munroe Falls, OH 44262

3.

- If you do not have Adobe Acrobat Reader DC, get it free at <https://get.adobe.com/reader/>
- Open the PUBLIC RECORD REQUEST FORM in Adobe Acrobat Reader DC.
- On the menu on the left, click "Fill & Sign"
- Click in a text area that you want to fill in, and type in the text
- Continue clicking and filling in each area that you want to write in.
- When you finish, select "File > Save As" from the menu and save the file with a different file name to your computer.
- NOTE: to edit the filled in form after it has been saved and closed, you need to go back into the "Fill & Sign" mode.
- Email the saved, completed form as an attachment to:

Karen Reynolds, Finance Director/Clerk of Council

[kreynolds@munroefalls.com](mailto:kreynolds@munroefalls.com)