

CITY OF ROY  
**REQUEST FOR ACTION**

Request:		Date:	Time:
Name:		<input type="radio"/> City Resident <input type="radio"/> Work in Roy <input type="radio"/> Visitor <input type="radio"/> Employee	
Address:		Phone Number:	Request Contact? <input type="radio"/> Yes <input type="radio"/> No
Nature of request: <input type="radio"/> Public Safety <input type="radio"/> Nuisance <input type="radio"/> Employee Safety <input type="radio"/> Other:			
Describe location:			
Describe hazard/complaint/problem in detail:			
Describe any action you have already taken:			
Forward to:		Request taken by:	
<input type="checkbox"/> Public Works/Utilities	<input type="checkbox"/> Park	<input type="checkbox"/> Library	<input type="checkbox"/> Police
<input type="checkbox"/> Building Department	<input type="checkbox"/> Streets	<input type="checkbox"/> Finance	<input type="checkbox"/> Other:

**To Be Completed By Responding City Department**

What corrective measures were taken or assistance given? (If none, explain)	Date received: