

**Citizen Service Request/Complaint  
City of Carl Junction**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Request from:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Urgent:** \_\_\_\_\_

**Request Summary**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Service Address/Location:** \_\_\_\_\_

**Action Summary (To Be Completed by City Hall)**

**Request Taken by:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Referred to:** \_\_\_\_\_

**Department:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

Please complete this form and fax to City Hall, 649-6843 or deliver to City Hall, 800 E. Pennell  
You will be contacted if more information is needed or if you need referred to the Police Dept.