

CITY OF PORTLAND CIVIL SERVICE BOARD FILLABLE FORMS

Instructions:

1. Scroll down below to review the Forms Table of Contents to determine which form(s) you need to use. Please also review Appendix B to Human Resources Administrative Rule 3.15 – Civil Service Board, by clicking the following link:
<http://www.portlandoregon.gov/citycode/?c=27935&a=12190>
2. Access the forms in Google Drive by clicking the following link:
<https://drive.google.com/folderview?id=0Byyj-hnk68YPZW84TmwydEM0d3c&usp=sharing>
3. Once you have selected the correct form, download the form so that you can use it. Once you have downloaded the form, **please remember to save the form to your computer or USB drive before you begin filling it out.**
4. Use your mouse to maneuver to each section to complete the form.
5. As a reminder, all documents must be filed with the Civil Service Board Administrator on behalf of the Board in one of the following ways:
 - a. By e-mail to the Civil Service Board Administrator's e-mail address;
 - b. By facsimile to the Civil Service Board Administrator's fax number;
 - c. By interoffice mail to the Civil Service Board Administrator's interoffice address; or
 - d. By hand delivery, U.S. first class mail, registered mail or certified mail at the Civil Service Board Administrator's physical office address.

Exhibits and documents that exceed 50 pages may not be filed by e-mail or facsimile.

6. Please remember to print the form(s) and sign it before you file it with the Civil Service Board Administrator.
7. If you have trouble accessing the form(s) or need additional information, contact the Board Administrator at the following link:
<http://www.portlandoregon.gov/bhr/article/513115>

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Uniform Public Information Request Forms

City of Portland Uniform Public Records Requests Contact List

Uniform Public Records Request Form