



TOWN OF EAST LONGMEADOW  
60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028

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**CITIZEN SERVICE REQUEST FORM**

Citizens may use this form to request services from Town Departments. So that we may better serve you, please make sure to provide all the required information, and submit this form to the Town Manager's Office or by email: [TownManager@eastlongmeadowma.gov](mailto:TownManager@eastlongmeadowma.gov)

This form is for **NON EMERGENCY** request only. For immediate response in emergency situations please call 911.

Choose from the following Departments:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting Department            | <input type="checkbox"/> Fire Department                | <input type="checkbox"/> Police Department     |
| <input type="checkbox"/> Assessors Department             | <input type="checkbox"/> Health Department              | <input type="checkbox"/> Public Works          |
| <input type="checkbox"/> Building Department              | <input type="checkbox"/> Historical Commission          | <input type="checkbox"/> Recreation Department |
| <input type="checkbox"/> Collector-Treasurer's Office     | <input type="checkbox"/> Information Technology         | <input type="checkbox"/> Town Clerk            |
| <input type="checkbox"/> Council on Aging                 | <input type="checkbox"/> Library                        | <input type="checkbox"/> Town Council          |
| <input type="checkbox"/> EL Cable Access Television-ELCAT | <input type="checkbox"/> Planning Zoning & Conservation | <input type="checkbox"/> Town Manager          |

Please provide the following information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

Would you like a staff member to contact you about your request?  Yes  No

Preferred Contact Method:  Email  Phone

Additional Info/Brief Description:

*Note: Per MGL 148A §2; Fine: Whoever, upon request of any local code enforcement officer, refuses to state his name and address, or if he states a false name and address or a name an address which is not his name and address in ordinary use, shall be punished by a fine of not more than \$200.*