



**GOVERNMENT OF GUAM
DEPARTMENT OF PARKS AND RECREATION
DIPATTAMENTON PLASET YAN DIBUETSION**

REQUEST FOR ASSISTANCE AND SERVICE

Accountability of Department resources is crucial to our mission. Depending on the nature of the request, available resources, project and program priorities, your request may not be fully addressed. This request form is for non-routine services. Routine services are required services that the Department provides as part of its mandated mission and functions. To expedite each request, it is important that the Requestor complete all items. Yu'os Ma'ase'.

Contact the appropriate Department sections if you need information or help in completing this request form.

Fax: Administration and Parks: 477-0997	Administration: 475-6296/97	Paseo Stadium: 477-8279/80
Fax: Historic Preservation: 477-2822	Parks Administration: 475-6288/89	Agana Swimming Pool: 472-8718
Fax: Recreation: 637-0308	Historic Preservation: 475-6294/95/72	Guam Sports Complex: 633-2520/21

1. Date of Request: _____	2. Requesting Dept/Agency/Other: _____
3. Name of Person / Dept. Representative Responsible For This Request: _____	
4. Contact Numbers (Telephone/Fax/Radio/Other), and E-Mail Address: _____	

5. Check and Specify Applicable Request(s). (If needed use continuation space below): REQUESTING:

- Document(s); Specify: _____
- Written Information Regarding: _____
- Park Assistance/Service; Specify: _____
- Recreation Assistance/Service; Specify: _____
- Historic Preservation Assistance/Service; Specify: _____
- Other Assistance/Service; Be Specific: _____

6. Continuation: Please be very specific in your request. Consider the following questions: What are you requesting? When is your request needed? Who (if any) in the Department of Parks and Recreation did you contact regarding your request?

7. Signature of Person /Agency Representative responsible for this request: Sign only if form is submitted by fax machine or completed at the Department.
PrintName/Sign/Date _____

DPR Office Use: Approved action, task, activity, or other: _____

Approved by DPR Staff: Print/Sign/Date: _____

Comments if any: _____