

Data and Service Request Form

(Please return completed request forms to Heena Hameed via email – hhameed@ph.lacounty.gov – or fax)

To ensure the timely processing of your request, please fill out every item in this form (enter “N/A” for items that are not applicable). For instructions in completing this form, please look at page 2.

Requestor Information

1. **Name:** _____

2. **Job Title:** _____

3. **Program/Office or Agency/Institution:** _____

4. **Address:** _____

5. **Telephone:** _____ **6. Fax:** _____

7. **Email Address:** _____

8. **Supervisor/Advisor:** _____

 a. **Job Title:** _____

 b. **Telephone:** _____

 c. **Email Address:** _____

Requested Service Details

9. **Intended Purpose of Request:** _____

10. **Los Angeles County Collaborators, if any:** _____

11. **Data Requested:** _____

12. **Categories to Include, if applicable:** _____

13. **Year of Data:** _____

14. **File Type(s) Preferred:** _____

Timeframe

Please allow for a minimum **turnaround time of 2 weeks**. Time needed may vary depending on the nature and complexity of the request.

15. **Request Date:** _____ **16. Needed By:** _____

17. **Rush Request Justification:**
(if needed sooner than 2 weeks) _____

By checking this box and initialing the field below, I have read the attached terms and conditions of use. The product provided to me will not be sold, released, or used for any purposes other than what I have stated on this form.

Initial: _____

Instructions for Completing this Request Form:

- Item 1-2.** Enter your full name and job title. Enter “student” in Item 2 if your request is for a class/research project.
- Item 3.** If employed by the County of Los Angeles, enter the name of your office or program. If employed by an agency or institute other than the County of Los Angeles, enter the name of your employer. If a student, enter the name of the school, college, or university you attend.
- Item 4-7.** Enter your contact information for us to communicate with you during the service request process.
- Item 8.** Enter your supervisor, advisor, or teacher’s name and his/her work contact information (Items 8 a-c).
- Item 9.** Enter the purpose of your data request and how the data we provide will be used.
- Item 10.** If your data request is for a project involving other County of Los Angeles offices or programs, enter the names of the collaborating offices or programs
- Item 11.** Enter the particular type data you would like for us to provide (e.g. population estimates).
- Item 12.** Enter the demographic and geographic categories to include in your data request. The types of categories available for request include: gender, race/ethnicity, age group, Los Angeles County, Service Planning Area (SPA), Health District (HD), or City/Community (2000 Census-Based). Availability of data categories varies among public health datasets.
- Item 13.** Enter the year of data you would like to request. Enter “most current” for the most current data available.
- Item 14.** Enter the file type you want us to provide for your request. We generally provide data products in electronic format (PDF or Excel).
- Item 15.** Enter the date you will email or fax your completed request form.
- Item 16.** Enter the latest possible date for us to provide you the requested data.
- Item 17.** Enter justification only if you urgently need the requested data sooner than 2 weeks.

Terms and Conditions of Use

By using these data, you signify your agreement to comply with the following requirements:

- 1) I agree not to sell, assign, release, or otherwise transfer the files, or any portion thereof.
- 2) I acknowledge that the County of Los Angeles assumes no responsibility for conclusions drawn from any analysis of the data that is provided to the applicant.
- 3) I acknowledge that the supplied data, or information derived therefrom, is provided “as is” without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement of intellectual property. The County of Los Angeles makes no representations or warranties about the accuracy, reliability, completeness or timeliness of the supplied data or product. In no event shall the County be held liable for damages arising from errors, omissions, or use of this information.
- 4) I acknowledge, in all reports or presentations based on these data, the original source of the data and the Office of Health Assessment and Epidemiology.