



214 West Wigwam Boulevard | Litchfield Park, AZ 85340  
P 623.935.5033 | F 623.935.5427 | www.litchfield-park.org

## REGISTRATION FORM Unwanted Handbills / Newspapers

I, \_\_\_\_\_, request to be registered on the “Unwanted Handbills / Newspapers” list. I understand that by doing so I will cease to receive handbills and uninvited newspapers, including **West Valley View**, at my residence.

I realize that my **registration will automatically expire on January 31<sup>st</sup> of each year.**

I further realize that it is my sole responsibility to file a written request with the City Clerk’s Office within thirty (30) days prior to the January 31<sup>st</sup> expiration date requesting such registration be continued for the upcoming year. I also realize that I may request to be removed from the registry at any time and understand the City Clerk’s Office will remove my name within three (3) working days of the request.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**Please Print**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Litchfield Park, Arizona 85340

Phone \_\_\_\_\_

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**To be completed by City Staff only:** This Registration expires on January 31, \_\_\_\_\*  
*\* When resident signs up in Oct/Nov/Dec, date to the following year’s expiration date.*

**Received by**

\_\_\_\_\_  
City Official

\_\_\_\_\_  
Title \_\_\_\_\_  
Date

|                                                                                                                  |                                                                                   |                                        |  |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------|--|
| <b>Administrative Use Only:</b> Check each box as task is processed, and initial when completed. _____ (initial) |                                                                                   |                                        |  |
| <input type="checkbox"/> Recorded on Unwanted Handbill Spreadsheet                                               | <input type="checkbox"/> Updated List Emailed to Vendor Dist. List (includes WVV) | <input type="checkbox"/> File Original |  |