PUBLIC-USE FORMS INVENTORY **1740**
(Revised 12/13)

Government Code Section 14771(a)(12) requires that forms to be used by the public (including businesses) have assigned control numbers. The agency form number serves this purpose and must appear on the form as part of the identification. See SAM Section 1720.

An agency may not ask for or require members of the public to supply information to the State on a form not so identified. This applies whether the information is submitted voluntarily, required to gain or retain a benefit or service, or mandatory (a penalty will be assessed for failure to provide the information).

Agencies have been given the responsibility by the Forms Management Center (FMC) to identify all forms used by the public and maintaining a current index and inventory of forms. Upon request, agencies must report changes to their inventory to the FMC.