



**CITY OF BREA  
COMMUNITY SERVICES DEPARTMENT  
695 E. Madison Way, Brea CA 92821**

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**TO: Contract Instructors**  
**FROM: Community Services Department**  
**SUBJECT: Required Documents**

All Contractors are required to provide the below documents/ information before teaching classes for the City of Brea. The City of Brea will provide you with the necessary forms.

1. Instructors are required to go through a Live Scan/ fingerprinting process.
2. Provide a signed Recreational Instructor Agreement.
3. Provide valid proof of Insurance with the City of Brea as the additional insured.
4. Provide a completed W9. \*This form must be returned via mail, fax, or in person, we are no longer accepting the form via email.
5. The City of Brea submits payments electronically therefore we will also need for you to submit a completed ACH form with a voided check. \*This form as well as the voided check must be returned via mail, fax, or in person, they are no longer accepted via email.

Please contact me at 714-990-7737 or by email at [jovin@cityofbrea.net](mailto:jovin@cityofbrea.net) should you have any questions or concerns.

Sincerely,

COMMUNITY SERVICES DEPARTMENT

Jovi Negos  
Contract Classes