



Aptos/La Selva Fire Protection District
Attn: Administration Office
6934 Soquel Drive, Aptos, CA 95003
(831) 685-6690

PUBLIC RECORDS REQUEST FORM

You are not required to complete this form but completing it will assist us in providing your requested records.

<input type="checkbox"/> REQUEST TO ACCESS RECORDS <input type="checkbox"/> View electronic version OK, if available	<input type="checkbox"/> REQUEST FOR COPIES <input type="checkbox"/> Electronic copies OK, if available
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REQUESTOR INFORMATION (PLEASE PRINT OR TYPE):

REQUESTOR NAME: _____

MAILING ADDRESS: _____

Please indicate the best way for staff to reach you regarding your request:

PHONE: _____ **MOBILE:** _____

EMAIL: _____

DESCRIPTION OF RECORDS REQUESTED (If known, the following information will help fulfill your request)

Assessor's Parcel Number(s): _____

Property Address: _____

Type of Records, if known:

Building Plans Photos District Policies, SOP's/EOP's

Board Meeting Recordings (list dates below) Financial Documents

Other (please describe): _____

Description: _____

Note: The District will respond to requests within 10 days of receipt. Fees may apply for document copies.

District Use Only:

Received by: _____ Date Received: _____