



FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 (phone) • (408) 378-9342 (fax)

APPLICATION FOR COPIES OF PUBLIC RECORDS

READ INSTRUCTIONS FOR REVIEW CAREFULLY

COMPANY OR SITE FOR WHICH INFORMATION IS REQUESTED

Please type or print legibly

BUSINESS NAME

STREET ADDRESS

CITY/ZIP

INFORMATION REQUESTED BY:

NAME: _____

BUSINESS NAME: _____

STREET: _____

CITY/ZIP: _____

PHONE: (_____) _____ FAX: (_____) _____

INFORMATION REQUESTED

For Office Use Only

Date Request Received: _____ Date Record(s) Available: _____



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(form # 1/95)

INSTRUCTIONS FOR REVIEW OF FIRE DEPARTMENT RECORDS

1. Applications for review of public records must be submitted on Central Fire District's standard application form (#1-95).
2. The specific street address must be provided for the site. Additional sites must be submitted on separate application forms.
3. You will be contacted by telephone when files are available and a time will be scheduled for the files to be reviewed. Please allow 10 working days for files to be made available. If contact must be made outside our local area code, please provide a toll free number or charges will be reversed.
4. If the files are not reviewed on the date scheduled, and no contact is made to reschedule, the records will be returned to the files and a new application must be submitted.
5. Files must be reviewed in designated area in the Bureau of Fire Prevention office. Files may not be removed from this area.
6. No documents may be removed from the files. Contents of files may not be reorganized.
7. Files must be returned to the Bureau of Fire Prevention Staff no later than 5:00 p.m. You will be allowed to return at 8:00 a.m. the next work day to complete your review, if necessary.
8. If extended time is required to review files, notify the Bureau of Fire Prevention staff. The files will be kept available for your review for up to five working days.
9. If you need copies of specific documents within the files, please mark the appropriate pages with yellow stickers (provided on request). Copying charges are \$5.00 plus 5 cents per page.
10. Copies of documents will be provided as soon as possible. Please ask staff member for the approximate delivery time. They will either be mailed, or if you prefer, we will notify you when available for pickup. Mailing costs will be quoted at time of request.

I have read and understand the above instructions.

SIGNATURE

DATE