



# FIRE DEPARTMENT SANTA CLARA COUNTY

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



## APPLICATION FOR COPIES OF PUBLIC RECORDS

Read Instructions For Review Carefully

### COMPANY OR SITE FOR WHICH RECORDS ARE 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

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Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,  
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga*

**INSTRUCTIONS FOR REVIEW OF FIRE DEPARTMENT RECORDS**

1. Applications for review of public records must be submitted on Santa Clara County Fire Department's standard application form.
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.
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 the designated area of the Bureau of Fire Prevention office.
6. No documents may be removed from the files. Contents of files may not be reorganized.
7. File reviews must be completed no later than 5:00 pm. You will be allowed to return at 8:00am the next work day to complete your review if necessary.
8. If extended time is required to review files, notify our office and the files will be kept available for your review for up to five working days.
9. Copying of documents is allowable with the exception of maps and drawings. A \$5.00 fee is charged for copying plus 10 cents per page printed. Fees must be paid by check or exact change only.

I have read and understand the above instructions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(Form #1/95 Rev. 03/19/12)

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