



## Public Records Request Form

Please fill out this form as completely as possible. Please fill out a separate form for each address of interest. The form may be emailed to [engineering@vcapcd.org](mailto:engineering@vcapcd.org) or faxed to the District at 805/456-7797. For more information, please contact Arleen Ruiz at 805/303-3686.

### Person Requesting Information

Name:	Date:	
Company:		
Mailing Address:		
City:	State:	Zip Code:
Telephone Number:	Fax Number:	
Email address:		

### Standard Facility Information Request

Facility Name:		
Facility Address:		
City:	State:	Zip Code:
Facility Number(s):		

### Information Requested (Check All That Are Applicable):

- Copy of Current Facility Permit to Operate with Facility Permitted Emissions
- Inspection Summary (Previous 5 years - additional upon request)
- Notice of Violation Summary (Previous 5 years - additional upon request)
- Notice to Comply Summary (Previous 5 years - additional upon request)
- Complaint Summary (Previous 5 years - additional upon request)
- Other (Describe Below)

Requests for records must be for clearly identifiable records in the District's possession, and for facilities within the District's jurisdiction. The District is not required by law to create a new record or list from an already existing record.

Copying costs are \$0.23 per page for requests that are 10 pages or more in length. If the "Other" box is checked, an additional charge for labor may be added to the invoice for the information requested.