



**County of Santa Clara**  
**Consumer & Environmental Protection Agency**  
**Public Records Request Form**

**Please Print Legibly or Type:**

Name of Requestor:	
Agency/Company: (if applicable)	
Address of Requestor:	
Phone # of Requestor:	
Fax # of Requestor:	
Email of Requestor:	
Indicate the Best Way to Reach You:	

**Requested Documents - please be as specific as possible & be sure to include the address of the location being requested (including city) and the exact type of records you are looking for:**

Once the form is completed and printed, you can either email to [dehweb@cep.sccgov.org](mailto:dehweb@cep.sccgov.org) or fax to (408) 286-3280. **Please note: We have 10 business days to process the request in order of which it was received. We only process requests for records pertaining to Consumer & Environmental Protection Agency. If you are requesting records for other agencies/departments please contact those other agencies/departments. Thank you.**

FOR COUNTY USE ONLY:	
Date Received:	Initials:
Department Received:	Request #:
Date Submitted to Counsel:	