



REQUEST FOR PUBLIC RECORDS

ADS-013

The California Public Records Act provides public access to certain records maintained by the County of Sonoma. The County shall respond to all requests for public records in accordance with the provisions of the Act (California Government Code Section 6250 et. seq.) within 10 days from the receipt of the request.

You will receive a response to your request within 10 days. Permit Sonoma currently produces electronic copies of the records at no charge. Note that the Public Records Act allows the public entity to charge for the cost of hard copy duplication. Permit Sonoma charges \$0.20 per reproduced hard copy page. The requesting party must be notified of the cost of producing the hard copy records before the records are made available in that format. If the requesting party agrees to the cost, when payment is received the requested records shall be made available.

Provide a description of the records that you would like to receive:

Provide contact information. Records will be delivered electronically unless indicated to mail via United States Postal Service.

Name _____

Date _____

Email _____

Phone Number _____

☐ Send my documents via USPS instead of electronically. I will pay a cost of .20 cents per page:

Address _____

For Legal Counsel or Insurance Carrier requesting records:

Name of party represented _____

*Include authorization for representation