

County of Monterey

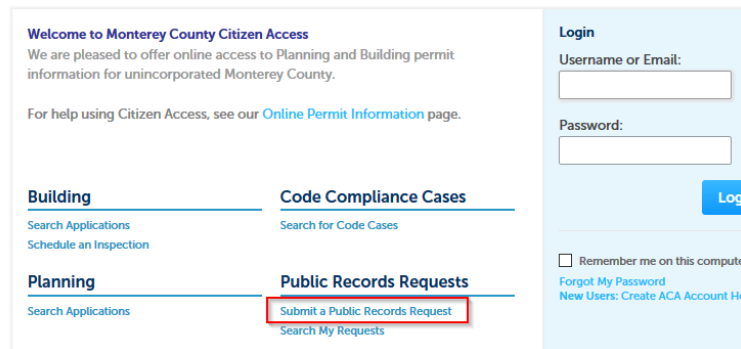
Resource Management Agency

www.co.monterey.ca.us/rma
(831) 755-5025

How to Submit a Public Records Request

[Public Record Requests](#) can be submitted online via the Resource Management Agency's online portal. You do not need to register for an account to submit a Public Records Request although doing so may speed up any future requests since your contact information will be stored in the system.

- 1) Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for "Monterey County Citizen Access")
- 2) Click on the link to "Submit a Public Records Request"



- 3) During the submittal process, you will step through several screens prompting you to:
 - Accept a General Disclaimer
 - Add your Contact information (or select it from your account if you have created one)
 - Enter the parcel number or address of the property for which you are requesting information.
 - Enter a date range for the information you are requesting and provide a detailed description of the information you are requesting.
- 4) Once your online request is successfully submitted you will be given a record number (e.g. REC170123). Make sure to save this number for any future communication regarding your request.

Step 5: Record Creation

