



MONTEREY COUNTY RMA

1441 Schilling Place - 2nd Floor - South Wing
Salinas CA 93901
Fax (831) 757-9516

PUBLIC RECORDS REQUEST FORM

"Vj k'htqto "ecp"dg"uwdo kwgf in person,"d{ "WU mail."d{ "hcz"qt"g/o ckrgf "vq<299-recordsrequest@co.monterey.ca.us
A records request can be also submitted on line using Accela Citizen Access <https://aca.accela.com/monterey/>

REQUESTOR INFORMATION (PLEASE PRINT OR TYPE)

REQUESTOR NAME: _____ DATE: _____

Please indicate the best way for Staff to reach you regarding your request:

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

PHONE: _____ CELL: _____

E-MAIL: _____

DESCRIPTION OF RECORDS REQUESTED (If known, the following information will help fulfill the request)

Assessor's Parcel Number(s): _____

Property Address: _____

PLEASE NOTE: The County has jurisdiction only within the unincorporated parts of the county boundaries, and we do not retain records for land following annexation into city limits. Therefore, no research requests for parcels inside city limits can be honored. Building permits were first issued for residential parcels in 1954; permits for residences converted from other structures began in 1957.

Time Period for Records: Beginning Date ___/___/___ Ending Date ___/___/___

DESCRIPTION:

REQUEST TO INSPECT RECORDS

REQUEST FOR COPIES

GUIDELINES

- F Appointments for file review are made IN ADVANCE ONLY during normal office business hours, and subject to staff availability.
- GE "All payments made with a credit card are subject to an additional 2.25% bank service fee.
- HE "Original records may not be removed from their original file jackets, reorganized or removed from the premises under any conditions.