



CONTRA COSTA HEALTH

2120 Diamond Blvd., Suite 100 | Concord, CA 94520 | Phone: (925) 608-5500 | Fax: (925) 608-5502
www.cchealth.org/eh

PUBLIC RECORDS ACT REQUEST FORM

To best serve you please complete the Public Records Act Request form below.

Email your completed form to cocoeh@cchealth.org, mail, or hand deliver to Contra Costa Health, Environmental Health Division at 2120 Diamond Boulevard, Suite 100, Concord, CA 94520; or fax to (925) 608-5502.

PLEASE NOTE:

- This form is for requests submitted to the Environmental Health office only.
- Fees apply for hard copies: \$0.10 per single sided page and \$0.20 for a double-sided page.
- The Public Records Act is not designed to respond to general questions. Identifiable records must be described.
- Pursuant to the Public Records Act, certain records are not subject to disclosure. If you have not received a response to your request from Environmental Health within 10 days (if you provided an email address) or 14 days (if you only left a mailing address) and you would like an update concerning the status of your request, please contact us at (925) 608-5500.

1. Person Requesting Records

Send request by: Email Mail or Will Pick Up

Name: _____ Date: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

2. Records Request

Date Range of Records Requested: _____ - _____

Include as much information as possible about the records you are requesting.

Property or Site Address: _____

City: _____ State: _____ Zip: _____ Assessor's Parcel #: _____

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|-------|-----------------|--------------|-----|-----|
| STAFF | Date completed: | SR# | AR# | XR# |
| | Approved by: | Completed by | | |