

Santa Barbara County Fire Department Certified Unified Program Agency

195 West Highway 246, Buellton, CA 93427
Fax Request To: 805-686-8183

FILE REVIEW REQUEST / AGREEMENT

The File Review Application Request will need to be received in our Buellton Office in order to begin the File Review Process. You can submit the request via fax to 805-686-8183 or via mail to the address below.

File Review Request
Santa Barbara County Fire Department
195 West Highway 246
Buellton, CA 93427

The staff will ensure that you have read and signed this File Review Agreement form prior to reviewing any files. You must provide photo identification before being given access to the requested files. You will be provided with a pencil for notes and paper clips to indicate pages you wish to have copied. No pens are allowed near the files. Do not remove pages or mark on the public records. Altering or removing documents in an offense punishable by law. No records will be permitted to leave this office.

Name _____ Company _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____ Cell: _____

Site ID# / APN Site Address / Name of Business (Only six addresses may be requested within a two week time frame.)

Business Plans Generator UST LUFT SMU Other _____

RESPONSIBILITY STATEMENT

(To be signed at time of the file review.)

I have read and understand the Public Records Review Guidelines as stated on this page and agree to abide by them.

PRINT NAME	SIGNATURE	DATE
<input type="checkbox"/> Business Owner / Property Owner	<input type="checkbox"/> Agent of Business / Property Owner	<input type="checkbox"/> Photo ID Provided
REQUEST RECEIVED	APPOINTMENT CONTACT	APPOINTMENT DATE
	COPY SERVICE	COMMENTS

If you wish to have a limited number of pages copied (20 at most), this office will attempt to meet your needs for a nominal fee of 10¢ a sheet. For copying beyond this, you will need to contact a bonded copying company. The copying company of your choice will then schedule a time with the staff to come to this office and copy the documents you have identified.

Number of Copies _____ @ 10 ¢ = \$ _____ Receipt # _____