



# Public Records Request

600 Aviation Drive, Camarillo, CA 93010 / Phone: (805) 388-4358 / Fax: (805) 388-4393  
www.vcas.us

Pursuant to the Public Records Act (California Government Code Section 6250, et seq.), a person may request copies or review public records. Within 10 days, VCAS will notify the requester, identify exemptions, and provide an estimate of costs, if any, for the records under the Public Records Act and Ventura County Ordinance No. 4339. If any reason for delay in providing the records is known, VCAS will notify the requester within 10 days for a 14-day extension. Verbal record requests are accepted; however written requests help to promote accuracy in tracking responses.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

COMPANY: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

DESCRIPTION OF RECORDS REQUESTED: Please be as specific as possible, for each record, describe type of document, bite report number, animal name and description, activity card number, animal id number, address, nuisance case number, license number, etc. General descriptions and broad requests such as "all documents relating to Fluffy" may cause a delay in the processing of your request.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I would like to have the records mailed to the address listed above.
- I would like to have the records emailed to the email address listed above.

Email request form to: [vcascustodianofrecords@ventura.org](mailto:vcascustodianofrecords@ventura.org)

Mail request form to: Ventura County Animal Services - Attention: Custodian of Records  
600 Aviation Drive, Camarillo, CA 93010

**FOR OFFICIAL USE ONLY**

Forwarded to: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Charge: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_