



# PUBLIC RECORDS ACT REQUEST FORM

This form is not required to submit a California Public Records Act (CPRA) request; however, this assists staff in identifying records or data you are requesting and track your request. Please complete the form below. If the Department of Child Support Services does not maintain your requested records, this form will be forwarded to the correct department, to the extent known.

Name:			Organization (if applicable):		
Mailing Address:			Contact Phone Number:	Fax Number:	
City:	State:	Zip Code:	Email Address:		
Requested records (where applicable, include a case number or address):					
Applicable time frame for requested records: From:			How do you want to receive the requested documents?		
To:			<input type="checkbox"/> <b>Paper Copy</b> (via US mail) <input type="checkbox"/> <b>Paper Copy</b> (via pick-up) <input type="checkbox"/> <b>Electronic Copy</b> (via fax) <input type="checkbox"/> <b>Electronic Copy</b> (via email)		
<b>Note:</b> Certified documents are only available as paper documents.					
<b>Per the California Public Records Act (CPRA), I hereby request reproduction of the following records maintained by this department and understand that there may be fees incurred in the reproduction of the records.</b>					
Signature:			Date:		

### Public Records Act requests may be submitted:

- **Via US Mail:** Mail completed form to 1200 Monterey Street, San Luis Obispo, CA 93401
- **Via Email:** Email completed form to [css@co.slo.ca.us](mailto:css@co.slo.ca.us)
- **In Person:** Submit completed form to front counter staff

A response will be sent to you within (10) ten business days of receipt of your request by the Department of Child Support Services. In some instances, the Department of Child Support Service’s Office may require up to an additional (14) fourteen days to respond as authorized by the Public Records Act.

All payments are due at the time record reproduction is provided.

**Questions?** Please contact us: (805) 781-4139

**Note:** The California Public Records Act (Gov’t Code Section 6250 et. seq.) applies to writings in County files “containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” The County will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public.