



Ventura County Environmental Health Division  
 800 S. Victoria Ave., Ventura CA 93009-1730  
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480  
 Internet Web Site Address: [www.ventura.org/rma/envhealth](http://www.ventura.org/rma/envhealth)

## RECORDS SEARCH REQUEST

**INSTRUCTIONS TO APPLICANT:**

1. Information is available online; check the EHD website, under Programs, On-line Records Search.
2. For records not found on-line, complete one request form for each site for which you require information.
3. Complete all of the information requested on this page, including File ID #s, FA #s, or APN #s.
4. For answers to frequently asked questions, please read the attached.
5. Copies (*check the appropriate box below*)
  - a. For letter or legal size, there is no charge. We provide one copy, in black and white.
  - b. For blueprints, there is a charge. Check with the Records Search Coordinator; the fee could change annually.
6. Appointments to view records (*check the appropriate box below*)
  - a. There is no charge.
  - b. The appointment must be scheduled IN ADVANCE with the Records Search Coordinator.
  - c. If copies are requested during the viewing appointment, if 10 pages or less, we will provide the copies at the time of the viewing; if 11 pages or more, we will provide the copies in 2 or 3 business days.
7. Blueprints-Pursuant to the California Health and Safety Code Section 19851, EHD cannot provide copies of blueprints unless you are the owner of the facility or have permission from the certified, licensed, or registered professional who originally signed the blueprints. If you are not the owner, EHD can only allow you to "view" the blueprints.

### RECORD SEARCH INFORMATION

<b>SITE INFORMATION</b>	Business Name/Property Owner	
	Street Address	
	City	
<b>TYPE OF INFORMATION REQUESTED</b>	<input type="checkbox"/> Business Plan	FA #
	<input type="checkbox"/> Hazardous Waste Producer	FA #
	<input type="checkbox"/> Underground Storage Tank - Operating Site	FA#
	<input type="checkbox"/> Underground Storage Tank - Closed Site	File ID # D
	<input type="checkbox"/> Underground Storage Tank - LUFT Cleanup Site	File ID # C
	<input type="checkbox"/> Individual Sewage Disposal System (Septic)	APN #
	<input type="checkbox"/> Food Inspection Report <input type="checkbox"/> Pool Inspection Report	FA#
	<input type="checkbox"/> Other	
<b>CHECK ONE</b>	<input type="checkbox"/> Copy the record(s) not available online <input type="checkbox"/> Appointment to view requested	

### REQUESTOR INFORMATION

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_