



# Request for Public Records

## County of Ventura / Resource Management Agency

800 S. Victoria Ave., Ventura, CA 93009 / Phone: (805) 654-2662 / Fax: (805) 654-2630 / www.verma.org

The Resource Management Agency has a wide variety of documents available for browsing online at: <https://vcca.ventura.org/landing.html>. VC Citizen Access is a real-time land use, searchable database to track land use permits for properties located in the unincorporated areas of the County. For records not found online, this form will enable us to accurately and efficiently fill your request.

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

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

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

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

DESCRIPTION OF MATERIAL REQUESTED: *Please be as specific as possible, for each record, describe type of document, APN/project location, address, case number, title, subject, time frame, etc. General descriptions and broad requests such as "all documents relating to Interstate 5" may cause a delay in the processing of your request.*

**Please check all Divisions that apply.**  Building & Safety  Code Compliance/Weights & Measures  
 Environmental Health  Operations  Planning

- I would like to schedule an appointment to review the requested records.
- I would like one photocopy of the requested records found. Fees may be due prior to delivery or pick-up of records.

If you need assistance with this request, please call 805-654-2662.

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

Mail request form to: County of Ventura / RMA  
800 S. Victoria Ave., L1700  
Ventura, CA 93009

*Important Notice:*

*The staff are forbidden by California legal codes to practice law or provide legal advice; this prohibition includes giving advice about what documents you might need or doing research to identify documents.*

**FOR OFFICIAL USE ONLY**

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