Office of Tom J. Bordonaro, Jr., County Assessor

1055 Monterey Street, Suite D360, San Luis Obispo, CA 93408
(805) 781-5643 Fax: (805) 781-5641 Website: slocounty.ca.gov/assessor

ASSESSOR
PUBLIC RECORDS ACT REQUEST FORM

This form is not required to submit a request; however, this assists the Department to identify records or data you are requesting and track your request.

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.

Please complete the form below. If this department does not maintain your requested records this form will be forwarded to the correct department, to the extent known.

YOUR NAME	ORGANIZATION (IF APPLICABLE)
MAILING ADDRESS (STREET AND UNIT NUMBER)	PHONE NUMBER
MAILING ADDRESS LINE 2	FAX NUMBER
CITY, STATE, AND ZIP CODE	EMAIL ADDRESS
RECORDS REQUESTED *(where applicable, include a contract #, RFP #, APN and/or property address)*	
TIME FRAME *(range of dates for your request)*	
HOW DO YOU WANT TO RECEIVE THE REQUESTED DOCUMENTS? ☐ PAPER* ☐ ELECTRONIC **Certified documents are only available as paper documents* ☐ FAX ☐ WALK-IN/PICK-UP	
YOUR SIGNATURE (TYPE NAME IF COMPLETING ONLINE)	TODAY'S DATE

CPRA requests may be submitted:

- **Via Email:** Email completed form to: Assessor@co.slo.ca.us
- **Via Fax:** Fax completed form to: (805) 781-5641
- **Via US Mail:** Mail completed form to: 1055 Monterey Street, Suite D360, San Luis Obispo, CA 93408
- **In Person:** Submit completed form to front counter staff.

A response will be sent to you within ten business days of receipt of your request by this office. All payments are due at the time record reproduction is provided.

Questions? Please contact us at (805) 781-5643

*****In some instances, the Department may require up to an additional 14 days to respond to a request as authorized by the Act.

PLEASE 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.*