

MONTEREY BAY AIR RESOURCES DISTRICT  
24580 SILVER CLOUD COURT  
MONTEREY, CA 93940  
(831)647-9411

Attention: Cynthia Searson, Senior Administrative Assistant  
E-Mail: [csearson@mbard.org](mailto:csearson@mbard.org)

**PUBLIC RECORDS REQUEST FORM**

Office Use Only

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PR Number

ATTENTION REQUESTOR: To expedite your request for records, please fill out this form completely. Specifically, identify the type of records you are requesting from the list below.
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REQUESTOR INFORMATION

NAME:	DATE:	
COMPANY:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE #:	FAX #:	EMAIL:

DOCUMENTS REQUESTED (3 ITEMS PER FORM)

<input type="checkbox"/> Permit Application(s)	<input type="checkbox"/> All Records/General File Review
<input type="checkbox"/> Permit(s) to Operate (PTO)	<input type="checkbox"/> Source Test Report(s)
<input type="checkbox"/> Authorities to Construct (ATC)	<input type="checkbox"/> Air Monitoring Data
<input type="checkbox"/> Engineering Evaluation(s)	<input type="checkbox"/> Complaints
<input type="checkbox"/> Notice(s) of Violation (NOV)	<input type="checkbox"/> Asbestos Notification(s)/Record(s)
<input type="checkbox"/> Notice(s) to Comply (NTC)	<input type="checkbox"/> Sources within ¼ mi School Review
<input type="checkbox"/> Notice(s) of Non-Compliance (NON)	<input type="checkbox"/> AB2588 "Hot Spots" information
<input type="checkbox"/> Other (Describe below)	<input type="checkbox"/> Site Inspection Report(s)
DATE OF DOCUMENTS REQUESTED: From:	To:

REQUESTED FACILITY INFORMATION (If Applicable)

FACILITY NAME:	APN:	
FACILITY ADDRESS:		
CITY:	STATE:	ZIP:

METHOD OF DELIVERY

<input type="checkbox"/> Pick Up	<input type="checkbox"/> FAX (maximum 15 pages)	<input type="checkbox"/> Email
<input type="checkbox"/> U.S. Mail	<input type="checkbox"/> CD/DVD	<input type="checkbox"/> Other _____
<input type="checkbox"/> Inspection of records only, no copies required. (You will be contacted to set an appt.)		
<input type="checkbox"/> If the requested records exceed \$_____, I request to be contacted prior to copying.		