OFFICE OF THE TREASURER-TAX COLLECTOR
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REQUEST FOR PUBLIC RECORDS

Please complete this form so that the Treasurer-Tax Collector may identify records that are responsive to your request. TTC will notify you if it has any responsive records within the legally required timeframe. (Cal. Gov't Code Section 6250 et. Seq.) Depending on the record, you may be able to inspect the records in our office or request that printed or electronic copies be provided at the cost of fifteen cents ($0.15) per page. If the Treasurer-Tax Collector has the records requested in electronic form, we will produce such records electronically if it is feasible to do so and you request that they be produced electronically. If producing the records electronically requires data compilation, extraction or programming, you will be required to bear the cost, including the cost of programming and other necessary computer services. We will also indicate whether the documents you request are available online at the County's or Treasurer-Tax Collector's websites, which are available to you at no cost. **Completion of this form is completely voluntary and is not a prerequisite or condition upon receiving public records under the provisions of the California Public Records Act.**

E-mail this Form to: Treasurer@ttc.ocgov.com or Fax Form to: (714) 834-2912 or Mail to Above Address

Requesting Party Contact Information (Please print clearly) Date of Request: _____

Name: _____

Company: _____

Address: _____
Street City State Zip Code

Phone Number: _____ Fax Number: _____

E-mail Address: _____

How would you like the record(s) provided to you? ☐ Check if property owner

☐ E-mail ☐ Fax ☐ US Mail ☐ In-Office Review

Describe the specific public record(s) requested

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Use the back of the page if required

Mission: Ensure safe and timely receipt, deposit, collection and investment of public funds.