

Sleepy Hollow Fire Protection District

1040 Butterfield Road  
San Anselmo, CA 94960  
(415) 453-8488 (phone)  
(415) 256-8398 (fax)

### Public Records Act Request Form

Name of Requestor: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I wish to request the following public records pursuant to the California Public Records Act (Please attach additional sheets as necessary):**

Title/Document: \_\_\_\_\_

Description: \_\_\_\_\_

Date/Year of document:  Inspect only  Request copies

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**Please see Administrative Fee Schedule on the following page.**

**I understand there is a charge for duplication of all materials that I request and I agree to pay for those copies before receiving the material.**

**Requestor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**For Office Use:** Date of compliance \_\_\_\_\_

By \_\_\_\_\_

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