

AS-BUILT PLAN REQUEST FORM

PERSONAL INFORMATION NOTICE - Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information for this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the information requested may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct inquiries on information maintenance to your IPA Officer.

REQUESTER INFORMATION				
Name and Title:		Business Name:		
Phone Number:		E-Mail Address:		
Mailing Address:		City:		State:
Physical Address – <input type="checkbox"/> Same as above; OR:		City:		State:
Type of Requester: <input type="checkbox"/> Attorney/Law Office <input type="checkbox"/> Caltrans Consultant/Contractor <input type="checkbox"/> Design/Engineering Company <input type="checkbox"/> Federal, State or Local Agency/Utility <input type="checkbox"/> Landowner <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Military <input type="checkbox"/> Other				
Specific Need for Plan Set Information:				
AREA(S) OF INTEREST District: Post Mile Range MUST be provided; request reference if needed.				
County:	Route:	Post Mile Range	From:	To:
County:	Route:	Post Mile Range	From:	To:
County:	Route:	Post Mile Range	From:	To:
SPECIFIC CONTRACT/STRUCTURE NUMBERS				
Known Contract or Bridge Numbers (if any):		The distribution of structure documents is considered to be confidential and is restricted to permissible parties. If this plan request involves confidential structures, a fully completed and executed Confidentiality Agreement will be required.		
LITIGATION STATEMENT				
A. <input type="checkbox"/> Requester, on behalf of himself/herself and his/her client or clients, hereby covenants that the material obtained will not be used in any manner in any claim or litigation involving the State of California; OR, B. <input type="checkbox"/> Requester, on behalf of himself/herself and his/her client or clients, hereby covenants that the material obtained will/may be used in claim or litigation proceedings involving the State of California.				
INCIDENT DESCRIPTION (Complete only if Litigation Statement Box B is checked)				
<input type="checkbox"/> Requester IS <input type="checkbox"/> Defendant or <input type="checkbox"/> Plaintiff; OR, <input type="checkbox"/> Requester IS REPRESENTING: <input type="checkbox"/> Defendant or <input type="checkbox"/> Plaintiff, named:				
Case Title:		Court Case #:		
Filing County:	Date of Incident:	Case Summary:		
BY PROVISION OF NAME AND DATE BELOW, REQUESTER CERTIFIES THAT, TO THE BEST OF HIS/HER KNOWLEDGE, ALL INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT				
REQUESTER NAME:			REQUEST DATE:	
<i>For Office Use Only</i>			Request Complete: _____	
Plan List(s) Sent: _____				
Plan Set(s) Provided : _____				
Follow Up Email(s) Sent: _____				