



San Francisco City and County  
**Department of Public Health**  
**Environmental Health Section**  
**Consumer Protection Program**

Gavin Newsom, *Mayor*  
 Mitchell H. Katz,  
*Director of Health*  
 Rajiv Bhatia, *M.D., M.P.H.*  
*Director of Environmental Health*

**San Francisco Department of Public Health**  
**Food Safety Program**

**REQUEST TO SEARCH PUBLIC RECORDS**

The Food Safety Program files include some of the following types of information: Food Inspection Reports, Business Owner/Operator Information, Permits to Operate, Complaint Investigations, Food Borne Illness Investigations, etc. These files are available for public inspection by appointment only. This request may either be sent via US mail to: San Francisco Department of Public Health, Food Safety Program, 1390 Market St., Suite 210, San Francisco, CA 94102 or via FAX to **(415) 252-3842**.

The copying fee is \$.10 per copy payable by **Check or Money Order Only**. Requesters may also choose to employ a copying company or bring in their own copy machine.

Please provide the following information and note that file review appointments will be set up as requests are received. Once given an appointment, please arrive on time as a courtesy to other people who have requested and waited to research files. Not arriving on time may cause you to lose the appointment you were given. Other arrangements may be made if for any reason, you can not keep your appointment. If you wish to cancel or re-schedule an appointment, please contact the Department of Public Health at **(415) 252-3800**.

During your file review appointment, you will be asked to lock your personal belongings in a cabinet that is adjacent to the file review desk.

Requester's Name		Date	
Representing Organization		Phone	
Address	City	State	Zip Code

Please list all file review requests by street address.

Street Address	For Office Use Only

Requester's Signature	No. of files reviewed
Time In	Time Out