



**PUBLIC RECORDS REQUEST FORM**

Requests are filled in the order they are received, in accordance with the provisions of chapter 119, Florida Statutes.

(\*Contact information although optional, is requested in order to be able to communicate to you that the documents are ready for review.)

Date: \_\_\_\_\_  
\*Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
\*Address: \_\_\_\_\_ \*Fax: \_\_\_\_\_  
\_\_\_\_\_ \*e-mail: \_\_\_\_\_

**DETAILED DESCRIPTION OF DOCUMENTS BEING REQUESTED:**

A. Type of Records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting blue prints or building files, list Plat: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

B. Specific Documents Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Specific Date or Time Period Records pertain to: \_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** If the nature of volume of the public records request is such as to require extensive use of information technology resources and/or extensive clerical or supervisory assistance when processing the request, the Town will charge, in addition to the actual cost of duplication, a special service fee, which may be collected as authorized by Chapter 119.07, Florida Statutes.

**FOR OFFICE USE ONLY**  
PRR Received by: \_\_\_\_\_  
Copy Outsourced? Yes  No   
If yes, Date sent: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Requestor Notified on: \_\_\_\_\_

**PROCESSING FEES:**  
No. Copies: \_\_\_\_\_  
8 1/2 x 11 Copy Fee @ .15/ea \_\_\_\_\_  
Blue Print Copy Fee @ \$50 for up to 7 pages  
Additional pages \$8.00 /ea \_\_\_\_\_  
Research Fee: \_\_\_\_\_  
**TOTAL CHARGE:** \_\_\_\_\_  
Payment Type: \_\_\_\_\_ Cash \_\_\_\_\_ Check  
Receipt # \_\_\_\_\_