

TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records,
requests can be anonymous**

PUBLIC RECORDS REQUEST FROM (NAME: _____)

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: _____

METHOD OF REQUEST	
By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:	
Hold for Pick-Up at Town Hall (Requestor's Telephone#: _____)	(Check here) <input type="checkbox"/>
Email to This Address:	
Mail to This Address:	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: _____ Cost: \$ _____

Total number of pages @ \$0.20 per page, double sided: _____ Cost: \$ _____

Total number of pages @ \$1.00 per page, Certified: _____ Cost: \$ _____

Total number of CD/Disks: _____ Cost: \$ _____

Staff time (if more than 15 minutes) Total time: _____ Cost per 15 minutes: \$ _____ Total Time Cost: \$ _____

Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy

TOTAL COST FOR ALL ITEMS: \$ _____

Town Official: _____ Date: _____ Department: _____

No public records were found: Requestor notified on (date): _____

Records requested are confidential and cannot be released. Statute Citation: 119.071

Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: Mail Email Picked up Date: _____