



TOWN OF HIGHLAND BEACH
OFFICE OF THE TOWN CLERK
3614 SOUTH OCEAN BOULEVARD
HIGHLAND BEACH, FLORIDA 33487
Office No. 561-278-4548 Fax No. 561-265-3582

PUBLIC INFORMATION RECORDS REQUEST FORM

(This form is optional. Please consider using this form to help facilitate your request. You are not required, per Florida Statute Chapter 119, to provide identifying information, purpose for seeking the records, or put the request in writing. If you choose not to complete this form, please contact the Town Clerk's Office.)

In order to help us provide you the best response to your request, please carefully consider the information that will be useful to you, and be clear with the information you are requesting. Very broad requests can take longer to fulfill and may become costly for the requester. However, the Town of Highland Beach is committed to providing records as quickly and efficiently as possible. **There is no service charge for requests that take less than 30 minutes to research, compile and process.**

CONTACT INFORMATION

REQUESTER'S NAME: _____ DATE OF REQUEST: _____
 ADDRESS: _____ PHONE NO.: _____
 EMAIL ADDRESS: _____ FAX NO.: _____

REQUEST DETAILS

Date Range of the records requested (e.g. 01/01/2017 -12/31/2017) - Start Date: _____ End Date: _____
 _____ Police Department Records. Case Number(s): _____ Permit Number(s): _____

Provide as much details as possible, be clear and concise about the record(s) being requested:

STAFF USE ONLY

DUPLICATION: 8 1/2 x 14 or less

Number _____	Single Sided (Black/White)	@ \$.15/page	\$ _____
Number _____	Double Sided (Black/White)	@ \$.20/page	\$ _____
Number _____	Single Sided (Color)	@ \$.25/page	\$ _____
Number _____	Double Sided (Color)	@ \$.30/page	\$ _____
	Photocopies total cost under \$5.00		No Charge
Number _____	Audio: CDs or DVDs	@ \$5.00/disc	\$ _____
Number _____	Certified Copies	@ \$1.00 per document	\$ _____
Other Materials	Based on Actual Cost or Deposit		\$ _____

If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive information technology resources or extensive clerical or supervisory assistance by Highland Beach personnel, Highland Beach may charge, in addition to the actual cost of duplication, a special service charge as provided for in Chapter 119 of the Florida Statutes.

Copies requested or records to be inspected, or copied will be provided upon payment.

Staff Received By/Date: _____ Staff Times: _____
 Amount Collected: _____ Completed By: _____
 Origination Department: _____ Date Request Released/Completed/Closed: _____