



TOWN OF HIGHLAND BEACH
TOWN CLERK'S OFFICE
3614 South Ocean Boulevard
Highland Beach, Florida 33487
Office No. (561) 278-4548 - Fax No. (561) 265-3582
Email: hbpublicrecords@highlandbeach.us

PUBLIC INFORMATION RECORDS REQUEST FORM

This form is optional. Pursuant to Chapter 119, Florida Statute, when making a public request, you are not required to give your name, explain why you are making a request, and you are not required to submit a request for public records in writing. Requestors are welcome to submit a request to the email listed above or contact the Lanelda Gaskins, Town Clerk using any of the information listed above. All public records requests are processed in accordance with Chapter 119, Florida Statutes. If you have any questions, please contact the Town Clerk's Office at (561) 278-4548.

CONTACT INFORMATION (OPTIONAL)

REQUESTOR'S NAME:

DATE:

CONTACT INFORMATION ADDRESS:

TELEPHONE NO.:

EMAIL:

FAX NO.:

REQUEST DETAILS

Please provide as much details as possible, be clear and concise about the record(s) being requested include names, dates, addresses, permit number(s), police report case number(s), key words, etc. in order to allow the Town to respond to the request in a timely manner.

For Internal Office Use Only:

Public Records Request (PRR) No.
Completed Date:
Completed By:

Amount Paid:
Date Records Released
Release Type:
mailed; electronic or hardcopy or
inspect.

There is no service charge for request that takes less than 30 minutes to research, compile, and process.

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, Florida Statutes. **Copies requested or records to be inspected will be provided upon payment.**