



City of Lighthouse Point
 2200 N.E. 38th Street, Lighthouse Point, Florida 33064
 Office 954-943-6500 Fax 954-784-3446

PUBLIC RECORDS REQUEST

Pursuant to Chapter 119, F.S., a request for copies of records shall be furnished (with reasonable time to respond) upon payment of \$.15 per page if the document is a one-sided copy and \$.20 per page if the document is a two-sided copy, to the public (which includes any resident). There will be an administrative charge (formulated using employee hourly rates) for public records involving extensive clerical or supervisory assistance. The fee for meeting audio recordings is \$1.50. A certified copy of any city document is \$1.00 per sheet.

Please Print Clearly

Requested by: _____	Date of Request: _____
Address: _____ _____	Phone Number: _____
Public Records Request (Please Describe in Detail): 	
Employee(s) Filling Request:	Signature of Party Picking Up Records:
For Official Use Only	
Date Request Filled: _____	Date Request Picked Up: _____
Labor (15 min. increments, first 15 min. no charge) _____ Employee Rate (15 min. increments) \$ _____ Total Labor: \$ _____	Number of Copies: Letter: _____ Legal: _____ Large: _____
Photocopies Total: \$ _____ Labor Total: \$ _____ Audio Recording: \$ _____ Total \$ _____ Date Paid: _____ Method of Payment: _____	

Note: A request for public records is not required to be submitted in writing. This form will assist us in fulfilling your request more accurately.

Revised 04/07/14