

REQUEST FOR PUBLIC RECORDS

Please send all public records requests to: Public Records Request, 825 Ohio Avenue, Lynn Haven, FL 32444. You may also email this form to: PublicRecordsRequest@cityoflynnhaven.com.

The cost for public records duplication is:

14" x 8-1/2" or less – one sided:	\$.15
14" x 8-1/2" or less – two sided:	\$.20
USB/Thumb drive cost if requested	\$7-\$15 depending on size required.
Certified copies:	\$1.00 per copy plus duplication fee.
Extensive research/labor to provide request:	To be determined by the hourly wage of the person required to accurately fulfill the request.

Please provide the following information:

REQUEST DATE: _____

ADDRESS TO BE MAILED/EMAILED TO: _____

TELEPHONE NUMBER: _____

DATE OF RECORD: _____

ADDITIONAL INFORMATION: _____

- Please note that public records are resources for the public to gather documentation not a forum to ask and answer questions. Specific documents requested will be provided in accordance with FL Statutes chapter 119.

NUMBER OF COPIES REQUESTED: _____ TOTAL LABOR COST: _____

TOTAL COST: \$ _____