



City of South Bay

OFFICE OF THE CITY CLERK • 335 S.W. 2ND AVENUE • SOUTH BAY, FLORIDA 33493 • PHONE (561)996-6751x19 • FAX (561)996-7950

PUBLIC RECORDS REQUEST

1. There is no charge to review public records unless the nature or volume of the material requested requires extensive assistance. To ensure that the documents will be readily available when you come to City Hall, we recommend that you make an appointment with the City Clerk
2. Pursuant to Chapter 119, F.S., copies of records shall be furnished (with reasonable time to respond) upon payment of \$.15 per page for one-sided copies and \$.20 per page for two-sided copies. There may be a service charge (employee hourly wage and benefit) for any searching and copying of documents that requires extensive assistance.
3. Certified copies are \$1.00 per document.

Date: _____

Name: _____ Phone No. _____

Address: _____ Fax No. _____

City, State, Zip: _____

Request

TO DEPARTMENT: _____

**Please return information for the Public Records Request to the City Clerk. If this request requires extensive time/resources to complete, please notify the City Clerk immediately.*

Date documents given to City Clerk's Office: _____ Initials: _____

Date Clerk called requestor to pick up records: _____

Comments:

_____ One-Sided copies @ .15 per page=

_____ Two-sided copies @ .20 per page=

_____ Certified copies @ 1.00 per page=

_____ Other charges _____

Total:

Signature of Requesting Person

Date of Request

Signature of Person Picking up Records

Date of Pickup