

**CITY OF GREENACRES
BUILDING DEPARTMENT**

REQUEST FOR INFORMATION/RECORDS

1. Review of specific records can be done without charge unless the nature or volume of the material requested requires assistance. If assistance is necessary, there will be a special service charge. Inspection of records can be done by making an appointment through the City Clerk's Office.
2. 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 one-sided copy and \$.20 per page if document is a two-sided copy. There will be a service fee (employee hourly wage) for any searching and copying of documents that is connected to fulfilling your public records request.
3. Certification of documents shall be charge at \$1.00 per document.

RECORDS REQUEST BY:	DATE OF REQUEST: _____
Name: _____	Phone No. _____
Address: _____	Fax No. _____
City, State, Zip _____	
E-Mail: _____	

RECORDS REQUEST(S): (Please describe)

Date called to pickup: _____ Notation: _____

Follow-up: _____ Notation: _____

Signature of Requesting Person

Date of Request

Signature of person filling request

Date of Completed

Signature of Person Obtaining Records

Date Records Picked Up