

PUBLIC RECORDS REQUEST

Florida Constitution, Article I, Section 24(a)

"Every person has the right to inspect a copy of any public record made or received in connection with the official business of any public body . . ."

Florida Statute 119.011

"Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency."

Florida Statute 119.07

"Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee."

Most records are promptly available to the public upon request. Copies of non-confidential, public records are available at the statutory rate of 15 cents per page, upon your request.

The information listed below is requested (**but not required**) to expedite your request and document file activity.

SUBJECT OR NAME OF FILE(S) OR RECORD(S):

1. _____
2. _____

TIME PERIOD: FROM _____ (MONTH, DAY, YEAR) **TO** _____ (MONTH, DAY, YEAR)

COPIES REQUESTED: YES __ **NO** __ **REVIEW OF FILE: YES** __ **NO** __

LIST RECORD(S) TO BE COPIED BELOW:

1. _____
2. _____
3. _____

The Contact Information Below is NOT Required

If you wish to be contacted when the records are available, please include the appropriate information:

NAME: _____ **SIGNATURE:** _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE:** _____

PHONE: _____ **EMAIL:** _____



General Fees*

Photocopies	Fee
One-Sided	\$0.15 per Copy
Two-Sided	\$0.20 per Page
Other	Actual Cost
Certified	\$1.00 per Copy

Postage/Shipping By Weight & Delivery Type

Return Check Fee

<\$50 \$25.00 | <\$300 \$30.00 | >\$300 The greater of \$40.00 or %5 of face value

*Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. You may discuss the request and fees with Wayne Fusco, Assistant Supervisor of Elections. (Chapter 119.07(4)(d), F.S.)

In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by Elections Office personnel in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), F.S.)

NOTICE: Pre-payment is required in order to initiate fulfilling a records request.

For further information contact Wayne Fusco, Assistant Supervisor of Elections at (904) 823-2238 or wfusco@votesjc.gov

You can fax the completed form to (904) 823-2238 or mail to:

Supervisor of Elections
4455 Ave. A, Suite 101
St. Augustine, FL 32095
Attn: Public Records

OFFICE USE ONLY:

Tracking # _____ Dept. _____ Date _____ Time _____ Done _____ Time _____