



City of Indian Harbour Beach

Attn: City Clerk
2055 South Patrick Drive
Indian Harbour Beach, FL 32937

Telephone: 321-773-3181
Fax: 321-773-5080
Email: ngold@indianharbourbeach.gov

Completion of this form is voluntary. A written request for public records inspection and copying is not required. If you do not want to complete this form your request will be processed according to the Florida Public Records Law.

Request for Public Records of the City of Indian Harbour Beach

REQUESTOR INFORMATION (PLEASE TYPE OR PRINT)

Today's Date

Name (Last, First, Middle Initial)

Company Name (If Applicable)

Street

City

State

ZIP

Primary Phone Number

Other Phone Number

Email Address

Description of Records Requested: To expedite the retrieval of records, please be as specific as possible as to the public records you desire. Attach a second page if necessary. NOTE: Under public records law, the City is obliged to provide the requested information in the format that it has been retained. The City is not required to create a new document or format in order to respond to a request for public records.

Delivery Method (check one):

☐ Email

☐ U.S. Mail

☐ Pick Up

☐ Review Record in Person

Format: ☐ Electronic (Additional Media Charge if Mailed or Picked Up)

☐ Duplicated Copies

Fees for the cost of reproducing public records will be assessed as follows: (\$0.15) per one-sided copy, (\$0.20) per two-sided copy, one dollar (\$1.00) per page for a certified copy, and cost of media charge if applicable. NOTE: If the request requires extensive time or documents, the fee for duplication may be required to be collected prior to fulfilling the public records request. Otherwise payment would be collected at the time of pick up or prior to mailing.

A special service charge attributable to the extensive use of information technology resources and/or labor cost of the personnel providing the service, including redaction services, will be collected as permitted by State law and pursuant to the City's Public Records Policy.

Requestor Signature

Date

This form may be returned via email, US Mail, or in person to the appropriate address at the top of the form.