



# WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard

Chipley, Florida 32428

Phone (850) 415-5151

Fax (850) 415-5152

## PUBLIC RECORDS REQUEST FORM

Please Print

Pursuant to Chapter 119, Florida Statutes, no fields are required; however, if you choose to make a public records request using this form, please provide at least one method of contact, with a subject and detailed request.

### PERSON REQUESTING RECORDS

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ ZIP \_\_\_\_\_

### DESCRIPTION OF REQUEST

**There is a \$.15 charge per page for copied materials; \$.20 charge for two sided copied materials.** If the nature or volume of public records requested to be inspected is such as to require extensive work (more than fifteen (15) minutes to locate, review, copy and re-file requested material) by County personnel in fulfilling the request, the County shall charge a special service charge, which shall be reasonable and shall be based on the cost incurred for labor.

# SUBMITTING THIS RECORDS REQUEST FORM

## MAIL OR RETURN THIS FORM TO:

Public Records Liaison  
1331 South Blvd.  
Chipley, FL 32428

SEND BY FAX: (850) 415-5152

## QUESTIONS?

PHONE: (850) 415-5151

HOURS: M-F, 8am to 5pm

web: **washingtonfl.com**

EMAIL US: [publicrecords@washingtonfl.com](mailto:publicrecords@washingtonfl.com)

## FOR OFFICIAL USE ONLY

DATE & TIME REQUEST RECEIVED @ AM PM

DATE & TIME RECORDS FURNISHED @ AM PM

NUMBER OF COPIES MADE \_\_\_\_\_ FEE CHARGED \$ \_\_\_\_\_

PAYMENT TYPE: CHECK CASH CREDIT

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE DEPARTMENT \_\_\_\_\_