



WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard
Chipley, Florida 32428
Phone (850) 638-6200
Fax (850) 638-6106

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) 638-6106

QUESTIONS?

PHONE: (850) 638-6200

HOURS: M-F, 8am to 4pm

web: **washingtonfl.com**

EMAIL US: 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 _____