



VILLAGE OF PALMETTO BAY
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157
(305) 259-1234 Fax: (305) 259-1290

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

REQUEST (Attach additional page, if necessary): Copies of the following documents:

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: _____

DATE FORWARDED: _____ ASSIGNED DEPT: _____

DATE REQUEST FILLED: _____ NUMBER OF COPIES: _____

ESTIMATED TIME (IF APPLICABLE): _____ ESTIMATED COST: _____

HOW WAS REQUEST FILLED? _____

IF NOT FILLED, REASON: _____

BY: _____