



City of Lauderhill, Florida

PUBLIC RECORDS REQUEST FORM

RECORDS & ARCHIVES CENTER

CITY CLERK'S OFFICE

5581 W. OAKLAND PARK BLVD., LAUDERHILL, FL 33313

Ph: (954) 730-3011 Fax: (954) 730-3062

www.lauderhill-fl.gov/request

The City of Lauderhill, City Clerk's Office is committed to responding to your request with utmost efficiency, professionalism and quality service. Please note, the City's inactive records may be stored off-site which requires extended time retrieval. Fees for your request shall be charged as allowed by Florida Statutes, Section 119.07 and City Code of Ordinances, Section 2-23.

Requestor Information

*NAME: _____ *DATE: _____ TIME: _____

*ADDRESS: _____ *PHONE #: _____

CELL #: _____

EMAIL: _____ FAX #: _____

In order to provide you with the correct information, please identify the documents you are requesting (PLEASE BE SPECIFIC). Please include the address and legal description of the property. Research Charges: If information requires extensive use of information technology resources, extensive clerical or supervisory assistance, or both, there will be a special service charge, based on the actual cost incurred by the city for reproducing records consistent with Chapter 119, Florida Statutes.

PROPERTY PERMIT SEARCH ADDRESS: _____

FOLIO #: _____

OTHER REQUEST/S: _____

FEES: A schedule of fees for duplication of public records has been established and published for your convenience. Basic fees are as follows:

Permit Search = \$30.00 per address City Maps/Plats = \$7.50 each Microfilm Plan Prints = \$5.00 per sheet
Copies per page: 1 sided = \$.15 per sheet Audio Tapes = \$5.00 Certified Copies = \$1.00 per certification
2 sided = \$.20 per sheet Video Tapes, CDs, DVDs = \$5.00 Microfilm Copies = \$1.50 per sheet

FOR OFFICE USE ONLY

Date/Time of Request: _____ Completed by: _____

Date of Completion: _____ Number of Copies: _____

TOTAL COST: _____