



Date: _____ Time: _____

THE PUBLIC SERVICE CENTER - PUBLIC RECORDS REQUEST

Most County records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the County service counter. Copies of non-confidential, public records are available at the statutory rate of 15 cents per the General Schedule, upon your request.

The information listed below is requested (**but not required**) to expedite your request and document file activity.

SUBJECT OR NAME OF FILE(S) OR RECORD(S):

1. _____
2. _____

TIME PERIOD: From _____ (MONTH, DAY, YEAR) To _____ (MONTH, DAY, YEAR)

COPIES REQUESTED: YES NO REVIEW OF FILE: YES NO SHAREPOINT: YES NO

LIST RECORD(S) TO BE COPIED BELOW:

1. _____
2. _____
3. _____

The Contact Information below is NOT required and is **subject to public disclosure**.

If you wish to be contacted when the records are available, please include the appropriate information:

Name: _____ Company: _____

Email: _____ Web: _____

Address: _____ City: _____ State: ____ Zip: _____

Work#: _____ Home#: _____ Cell#: _____

NOTICE: Per Ch.119.07(4)(d), Florida Statutes and St. Johns County Administrative Code 104.6, extensive use of information technology resources and/or extensive clerical or supervisory assistance by County personnel (over 15 minutes) in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service. Permit Center Records staff charges \$25.00 per hour, other offices are separate charges.

NOTICE: [A fee schedule is available on the St. Johns County Website.](#)

Pre-payment may be required to initiate extensive services or processes.

Per Page: Letter - \$0.15 Double sided - \$0.20 Color/Certified - \$1.00 Plans over 8.5x14 - \$5.00

- **Email To:** Select **SUBMIT** to open an email with the completed form attached:
- **Mail To:** Records Management Team, 4040 Lewis Speedway, St. Augustine, FL 32084

The Public Service Center - Building Services/Growth Management, Records Management Team

4040 Lewis Speedway, St. Augustine, FL 32084 | 904.827.6822 | publicrecordsbldg@sjcfl.us | sjcfl.us