



Office of the City Clerk

City of Pahokee

207 Begonia Drive
Pahokee, Florida 33476
Phone: (561) 924-5534
Fax: (561) 924-8140

PUBLIC RECORDS REQUEST

1. There is no charge to review public records unless the nature or volume of the material requested requires extensive assistance. To ensure that the documents will be readily available when you come to City Hall, we recommend that you make an appointment with the City Clerk.
2. Pursuant to Chapter 119, F.S., copies of records shall be furnished (with reasonable time to respond) upon payment of \$.15 per page for one-sided copies and \$.20 per page for two-sided copies. There may be a service charge (employee hourly wage and benefit) for any searching and copying of documents that requires extensive assistance.
3. Certified copies are \$1.00 per document.

Date: _____

Name: _____

Phone No. _____

Address: _____

Fax No. _____

City, State, Zip: _____

Request

TO DEPARTMENT: _____

*** Please return the information for the Public Records Request to the City Clerk. If this request requires extensive time/resources to complete, please notify the City Clerk immediately.*

Date documents given to City Clerk's Office: _____ Initials: _____

Date Clerk called requestor to pick up records: _____

Comments: _____

_____ One-sided copies @ .15 per page = _____

_____ Two-sided copies @ .20 per page = _____

_____ Certified copies @ 1.00 per page = _____

_____ Other charges _____

TOTAL COST: \$ _____

Signature of Requesting Person

Date of Request

Signature of Person Picking Up Records

Date of Pickup