Print Form

CITY OF PUNTA GORDA
"PUBLIC RECORDS REQUEST FORM"

Name of Requestor _____ Phone _____ Fax_____
(Information Not Mandatory)

Document/File requested or description of request: _____

_____

_____

_____

For HR Use Only:

Name of file requested:	Current Employee	Terminated Employee	Warehouse File
_____	YES / NO	YES / NO DATE:	YES / NO
Employee Notified: YES / NO Do Not delay viewing of the file by requester to allow employee to be present for viewing.			

Date/Time of Viewing File(s): Date: _____ Time: _____

CHARGES (per page unless otherwise noted)

1 sided copies	$0.15	local faxes	$0.20
2 sided copies	$0.20	long distance faxes	$1.00
certified copies	$1.00	DVD	$10.00*
third-party copies	actual cost	compact disc	$2.00*
pages large than legal	$1.00	60/90 min audio tape	$1.50/$2.00*
blue prints/plans	$15.00	USB (flash drive)	$9.29*
photos	actual cost	library maps 8½ x 11"	$7.50
computer screen printout	$0.15	library maps 11 x 17"	$15.00
labels	$1.00	Library maps 24 x 36"	$30.00
Postage	Actual Cost	library maps 34 x 44"	$45.00
Extraordinary staff time	$6.25 qtr hr after 30 min	Flash drive	$9.29

Number of copies: _____ @ $_____ & _____ @ $_____ & _____ @ $_____ $_____

Other _____

_____ $_____

Extraordinary time: _____ $_____

***Tax:** $_____

Total Charge: $_____

Paid: $_____

Other Comments: _____

_____

_____

Request Received By: _____

Date Received: _____

Time Received: _____

	Date Sent
City Clerk (Mandatory)	_____
Legal Department	_____
Department (Other)	_____
Public Records File	_____

NOTE: To research and/or obtain official records of property liens claimed by the City of Punta Gorda, please contact the Charlotte County Clerk of Courts Office online at www.co.charlotte.fl.us or call (941) 637-2131. To request a lien payoff amount, requestors must provide the City Clerk's Office with the Official Records (O.R.) Book and Page Number corresponding to the recorded lien.

To obtain outstanding balance information for utility services, please contact our Billings and Collections Division directly by telephone at (941) 639-2528, by fax at (941) 575-5042 or email **pgcollections@ci.punta-gorda.fl.us**.