



## TOWN OF HILLSBORO BEACH - Public Records Request

The Town will respond in accordance with Chapter 119 of the Florida Statutes to all public records requests. Public records request do not have to be in writing. However, to insure accuracy, transparency and to promote efficiency, please consider completing this public records request form.

Fax to (954) 427-7428,

**Physical Mailing Address:** 1210 Hillsboro Mile Hillsboro Beach, FL 33062

To: Lt. Pugliese

Date of Request: \_\_\_\_\_

From: (Optional) \_\_\_\_\_

Phone: (Optional) \_\_\_\_\_

Email Address: (Optional) \_\_\_\_\_

ITEM(S) REQUESTED – PLEASE BE SPECIFIC	OFFICE USE
1. _____ _____	
2. _____ _____	
3. _____ _____	
4. _____ _____	

No charge for requests under \$2.00  
Single sided copy – 0.15 cents per page  
Certified Copies - \$1.00 per page

Recordings - \$20.00 per cd  
If requesting to be mailed add  
postage .47 cents

*All public records requests that require an extensive use of information technology resources and / or labor cost of personnel will be billed at the rate of \$30.00 per hour with a One (1) Hour minimum charge.*

*Please make your check/money order payable to:  
**The Town of Hillsboro Beach.***