

CHAPTER 119 – SAMPLE FLORIDA PUBLIC RECORDS REQUEST

State agencies and local governments, including school boards, town councils, city commissions, county commissions, water management districts, economic development agencies, etc.

(Your Name)
([Street Address])
(City, State Zip Code)

(Date)

(Name of Custodian of Records)
(Title)
(Government Agency Name)
(Street Address)
(City, State Zip Code)

Dear (custodian of records):

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., I am requesting an opportunity to inspect or obtain copies of public records that **(Describe the records or information sought with enough detail for the public agency to respond. Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.)**

(This paragraph is optional, but you may want to specify what you are willing to pay for. Here are two options.)

If there are any fees for searching or copying these records, please inform me before filling my request. **OR**

I am willing to pay fees for this request up to a maximum of \$ _____. If you estimate that the fees will exceed this limit, please inform me first.

Should you deny my request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by s. 119.07(1)(d), F.S.

I will contact your office within (select a specific period of time: 24 hours, 48 hours, one week, etc.) to discuss when I may expect fulfillment of my request, and payment of any statutorily prescribed fees. If you have any questions in the interim, you may contact me at [fill in a telephone number or email address].

Thank you

(Your Name)

(Your Phone number)