



Immokalee Fire Control District

5368 Useppa Drive, Ave Maria, FL. 34142

Michael J. Choate, Fire Chief

RECORDS REQUEST FORM

Please consider using this process to help facilitate your request. You do not have to give your name or explain why you are making a request. You are not required to submit a request for public records in writing. If you have any questions or concerns, please contact the office at (239) 657 2111.

First Name

Last Name

Telephone

Date

Procedures for Requesting Records

Duplication of Records: The City shall collect the actual cost for reproducing records consistent with Chapter 119, Florida Statutes.

Reproduction Fees: A schedule of fees for duplication of public records has been established and published for your convenience. **Basic fees:**
 1 sided letter = \$.15 per sheet
 2 sided letter= \$.20 per sheet
 Certified Copies = \$1.00 per sheet
 Labor cost of the personnel providing the service.

Request For:

| | | | |
|-------------------------|-------------------------|-------------------|-----------|
| Payment of \$: | Research Time | Hours | \$ |
| Cash or Check #: | Microfilm Copies | @\$.25 ea. | \$ |
| Receipt Number: | Photocopies | @\$.15ea. | \$ |
| Date: | Other: | | \$ |
| Received by: | Total: | | \$ |

Headquarters (239) 657-2111

Fire Prevention (239)597-9227 Fax (239) 657-9489