



# 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:**

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

Headquarters (239) 657-2111

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