



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) 427-4834,

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

To: Town Clerk

Date of Request: _____

From: (Optional) _____

Phone: (Optional) _____

Email Address: (Optional) _____

**** ALL INSURANCE MITIGATION REQUESTS, UPON COMPLETION OF THIS FORM, PLEASE CALL (954) 427-4011 TO SCHEDULE AN APPOINTMENT TO REVIEW THE FILE(S) ****

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

Single sided copy – 0.15 cents per page
 Notary Service - \$5.00 per notary
 Lien Searches - \$100.00 per address
 Complaints – 0.15 cents per page
 Accident Reports – 0.15 cents per page

Double-sided copy – 0.20 cents per page
 Certified Copies - \$1.00 per page
 Recordings - \$20.00 per cd
 Incident Report – 0.15 cents per page

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.*