



CITY OF NORTH LAUDERDALE

PUBLIC RECORDS REQUEST

Records Custodian: Elizabeth Garcia-Beckford, City Clerk

PRR@nlauderdale.org

Phone (954) 724-7056

Fax (954) 720-2151

The City of North Lauderdale will make every effort to provide records as promptly as possible; however, the City's inactive records may be stored at an off-site facility and may need to be retrieved. Fees for your request shall be charged as allowed by Florida Statutes, Section 119.07 and the City's Code of Ordinances, Ord. No. 07-04-1187

***Name:** _____ **Date/Time:** _____

***Address:** _____ **Phone:** _____

Cell Phone No: _____ **Fax:** _____

***Email address:** _____

RECORD(S) REQUESTED: In order to provide you with the correct information, please identify the documents you are requesting (*please be very specific*).

REQUEST IS: ☐ **Inspection only** ☐ **Copies requested**

FEES: Any item of the public record which requires more than 15 minutes of research time shall be deemed extensive. The individual making such a request shall be charged for clerical assistance for all time spent in research. The fees shall be as follows:

Copies per page	\$.15 single sided.... \$.20 double sided
Photo copies, administrative search	\$7.50
Documents, zoning, land use, base, aerials	\$15.00
Copies of records with release, cost plus clerical fee	\$57.00
<u>Business license printout:</u>	
Computer time, detailed report . . .	\$150.00
Computer time, minimal report . . .	\$45.00

THE COMPLETION OF THIS FORM IS OPTIONAL; HOWEVER, ALL PUBLIC RECORDS REQUESTS MUST BE SUBMITTED THROUGH THE CITY CLERK'S OFFICE.

FOR OFFICE USE ONLY

Date/Time of Request: _____ **Completed by:** _____

Date Completed: _____ **Number of copies:** _____ **Total Cost:** _____