

# Town of Davie Public Records Request Form



All records requests are to be directed to:  
The Town Clerk's Office  
6591 Orange Drive  
Davie, FL 33314

---

Requesting records from the following departments/divisions (Check all that apply):

Building	Fire	Police	Utilities
Budget & Finance	Human Resources	Planning & Zoning	Other (Specify)
Code Compliance	I.T.	Public Works	
Engineering	Parks & Recreations	Town Clerk	

---

Name/Entity making request:

Address:

Email Address:

Phone Number:

Request Details (*Please provide a detailed description of your request, i.e., dates, addresses, names or any key words that may help with the search so that we may capture your request accurately.*):

---

**Preferred format of records:**

Inspect Only                      Hard Copies (fees will apply)                      Electronic Copies (if available)

---

***For Internal Office Use Only:***

<b>Request Number:</b>	<b>Total Cost:</b>
<b>Completed Date:</b>	<b>Amount Paid:</b>
<b>Completed By:</b>	<b>Receipt Number:</b>

*Please Note: The Town of Davie complies with the State of Florida's "Government in the Sunshine" law. The Florida law regarding public records may be found in its entirety in **Chapter 119, Florida Statutes**.*

*In accordance with Florida Statute Chapter 119, public records requests will be produced within a "reasonable time" based on the extent of the request.*