



Town Clerk's Office
8800 SW 36th Street
Davie, FL 33328
Tel: 954.954.797.1000/Facsimile: 954.797.1087
Town of Davie
Public Records Request Form

ALL REQUESTS ARE DIRECTED TO:

Town Clerk's Office
 8800 SW 36th Street
 Davie, FL 33328

Requesting Records from the following departments/divisions (Check any or all applicable):

- | | | | |
|------------------|--------------------|-------------------|-----------|
| Building | Fire | Police | Utilities |
| Budget & Finance | Human Resources | Planning & Zoning | Other |
| Code Compliance | I.T. | Public Works | |
| Engineering | Parks & Recreation | Town Clerk | |

Name/Entity making request:

Address:

Email Address:

Phone Number:

Request Details (*Please be as specific as possible including; names, dates, business names, addresses, key words, etc., in order to allow the Town to respond to the request fully and avoid delays in processing your request.*):

*****The Town Clerk's Office will contact you upon receipt of request. *****

Preferred format of records:

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

For Internal Office Use Only:

Request Number:	Total Cost:
Completed Date:	Amount Paid:
Completed By:	Receipt Number:

*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.