



**Town Clerk's Office**  
**6591 Orange Drive**  
**Davie, FL 33314**  
**Tel: 954.797.1023/Facsimile: 954.797.1087**

**Town of Davie**  
**Public Records Request Form**

**ALL REQUESTS ARE DIRECTED TO:**

Town Clerk's Office  
 6591 Orange Drive  
 Davie, FL 33314

Requesting Records from the following departments/divisions (Check 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:***

<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.*