

CITY OF PUNTA GORDA  
**"PUBLIC RECORDS REQUEST FORM"**

Name of Requestor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 (Information Not Mandatory)

Document/File requested or description of request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For HR Use Only:**

Name of file requested:	Current Employee	Terminated Employee	Warehouse File
_____	YES / NO	YES / NO	YES / NO
Employee Notified: YES / NO		DATE:	
Do Not delay viewing of the file by requester to allow employee to be present for viewing.			

Date/Time of Viewing File(s): Date: \_\_\_\_\_ Time: \_\_\_\_\_

**CHARGES (per page unless otherwise noted)**

1 sided copies	\$0.15	local faxes	\$0.20
2 sided copies	\$0.20	long distance faxes	\$1.00
certified copies	\$1.00	DVD	\$10.00*
third-party copies	actual cost	compact disc	\$2.00*
pages large than legal	\$1.00	60 min audio tape	\$1.50*
blue prints/plans	\$15.00	90 min audio tape	\$2.00*
photos	actual cost	library maps 8½ x 11"	\$7.50
computer screen printout	\$0.15	library maps 11 x 17"	\$15.00
labels	\$1.00	Library maps 24 x 36"	\$30.00
postage	Actual cost	library maps 34 x 44"	\$45.00
Extraordinary staff time	\$6.25 per quarter hour after initial 30 minutes		

Number of copies: \_\_\_\_\_ @ \$ \_\_\_\_\_ & \_\_\_\_\_ @ \$ \_\_\_\_\_ & \_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Extraordinary time: \_\_\_\_\_ \$ \_\_\_\_\_

**\*Tax:** \$ \_\_\_\_\_

**Total Charge:** \$ \_\_\_\_\_

**Paid:** \$ \_\_\_\_\_

Other Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request Received By: \_\_\_\_\_

Date Sent \_\_\_\_\_

Date Received: \_\_\_\_\_

City Clerk (Mandatory) \_\_\_\_\_

Time Received: \_\_\_\_\_

Legal Department \_\_\_\_\_

Department (Other) \_\_\_\_\_

Public Records File \_\_\_\_\_

**NOTE: To research and/or obtain official records of property liens claimed by the City of Punta Gorda, please contact the Charlotte County Clerk of Courts Office online at [www.co.charlotte.fl.us](http://www.co.charlotte.fl.us) or call (941) 637-2131. To request a lien payoff amount, requestors must provide the City Clerk's Office with the Official Records (O.R.) Book and Page Number corresponding to the recorded lien.**

To obtain outstanding balance information for utility services, please contact our Billings and Collections Division directly by telephone at (941) 639-2528, by fax at (941) 575-5042 or email [pgcollections@ci.punta-gorda.fl.us](mailto:pgcollections@ci.punta-gorda.fl.us).