

Public Records Request Form – St. Lucie West Services District (SLWSD)

Most requests for public records will be processed within five (5) working days of receipt in the District Manager’s office. You will be notified in writing either by fax, email, or letter as to when your request can be completed and timeframe to be completed. Sufficient time must be granted to the District Manager’s office to collect the necessary documents. A deposit may be required at time of request.

Name: _____ **Company:** _____
Address: _____ **City:** _____
State: _____ **Zip Code:** _____
Phone: _____ **Fax:** _____

Email Address: _____

What public record are you requesting?
Give as much specific details as possible, the type of document, category or action taken, date or time frame.

Date needed: (mm/dd/yy) _____

How would you like to receive the information? Pick-up Mail Fax Email

Cost for records requests:
 Single sided page \$.15 per page
 Double sided page \$.20 per page
 \$1 per certified copy
 CDs request are submitted to District Clerk and are \$10.00/each
Section 119.07 (4) (a) and (c), Florida Statutes

Certain public records requests may incur extra costs for administrative tasks, such as requests requiring research or other types of extra involvement to obtain the request.

Payment is due at completion and may require deposit before staff will perform any records research or document copying according to Chapter A-1.04 of St. Lucie West Services District General and Procedural Rules. **Checks or money orders should be made payable to St. Lucie West Services District.**

Please submit request to St. Lucie West Services District
 450 SW Utility Drive, Port St. Lucie, FL 34986 or via email: customerservice@slwsd.org

For additional information on records please call:
 (772) 340-0220

***Please initial here to show you have read and understand all information above.** _____

STAFF USE ONLY	Initials of Staff: _____	# of copies _____	Single sided	Double sided
Dept: _____	Code(s): _____			
STAFF NOTES:				

*Signature or completion of form is not required.