



CITY OF
SUNRISE BEACH VILLAGE

Life is Better at the Beach!

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Open Records-Public Information Request

Printed

Name of Requestor: _____
(Last Name First Name Middle Initial)

Identify Department: Police Department City Hall Personnel/Payroll Court
(Select only one department per request)

Address: _____

Phone Number: _____ Alternate Number: _____

E-mail (if any): _____

Description of Information Requested:
Provide as much detail as possible INCLUDE DATES if possible:

Please note: The City has 10 business days to respond to your request to either provide the records and/or provide an explanation as to approximate date/time as to when the records may be reproduced. There are fees affiliated with all requests subject to Ordinance guidelines.

OFFICE USE ONLY:
Date Request Received: _____ By whom: _____
Actions taken: _____ _____
Date Required _____

Documents ready: _____ Informed requestor: _____

Date & Time requestor picked up documents: _____

Signature/Print Items Rec'vd: _____