

**OFFICE OF THE STATE ATTORNEY
NINTH JUDICIAL CIRCUIT**

REQUEST FOR PERSONAL INSPECTION OF PUBLIC RECORD

Section 119.01, Florida Statutes, provides that all state, county, and municipal records shall at all times be open for a personal inspection by any citizen of Florida, and those in charge of such records shall not refuse this privilege to any citizen. **This form is not required for records inspection, but is merely to assist us in more efficiently and effectively processing your request. YOU DO NOT HAVE TO PROVIDE ANY INFORMATION YOU PREFER TO LEAVE BLANK.**

Section 119.07, Florida Statutes, provides that every person having custody of public records shall permit them to be inspected and examined at reasonable times under supervision and shall furnish copies upon the payment of fees as prescribed by law. It further provides that public records which are deemed by law to be confidential or which are prohibited from being inspected by the public shall be exempt from the provisions of this section.

I hereby request to inspect/receive copies of the following public records and understand that before these records are produced I must pay the costs incurred to comply with this request: (See reverse side for cost schedule)

Name of Defendant: _____ Case No. : _____

I WANT TO INSPECT AT THE OFFICE _____ EMAIL TO ME _____ MAIL TO ME _____

THE FOLLOWING DOCUMENTS & RECORDS:

Print Name

Email

Address

Phone Number

City, State, Zip

Date of Request

(FOR OFFICE USE ONLY)

Inspected under the supervision of:

Copies provided by:

Name

Name

Title

Title

Date

Date

Number of pages copied: _____