



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

**REQUEST FOR PUBLIC RECORDS**

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 applicable costs incurred. If costs are applicable to the request, an invoice will be provided to the address below, or made available at the office.**

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

