

**OFFICE USE ONLY:**

Tracking # \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Done \_\_\_\_\_ Time \_\_\_\_\_

ST. JOHNS COUNTY PROPERTY APPRAISER

**PUBLIC RECORDS REQUEST**

**Florida Constitution, Article I, Section 24(a)**

“Every person has the right to inspect a copy of any public record made or received in connection with the official business of any public body . . .”

**Florida Statute 119.011(12)**

“Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.”

**Florida Statute 119.07**

“Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian’s designee.”

**Most Public Records are available through our data acquisition links.** Other Property Appraiser Public Records are available to the public upon request. However, to ensure file content is not compromised, files cannot be loaned out and may not be removed. Copies of non-exempt and non-confidential, public records are available at the statutory rate of \$0.15 cents per page, upon your request subject to special service charges for extensive requests.

The information listed below is requested to expedite your request and document file activity. Please contact the Records Management Liaison Officer at (904) 827-5500 if you require assistance or have questions about the process and/or fees.

**SUBJECT OR NAME OF FILE(S) OR RECORD(S):**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**TIME PERIOD: FROM \_\_\_\_\_ (MONTH, DAY, YEAR) TO \_\_\_\_\_ (MONTH, DAY, YEAR)**

**COPIES REQUESTED: YES \_\_\_ NO \_\_\_ REVIEW OF FILE: YES \_\_\_ NO \_\_\_**

**LIST RECORD(S) TO BE COPIED BELOW:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**The Identification Information Below is OPTIONAL-NOT REQUIRED**

**You must provide only the information required for contact when the records are ready, delivery of our response and/or delivery of the records.**

**NAME:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**ZIP CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NOTICE:** The Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. (Chapter 119.07(4), Florida Statutes) In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by Property Appraiser personnel in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), Florida Statutes)

**NOTICE:** A fee schedule is available on the Property Appraiser’s Website at [www.sjcpa.us](http://www.sjcpa.us).

**NOTICE:** Pre-payment or a cost deposit may be requested in order to initiate extensive services or processes. We will notify you.