



CITY OF COCONUT CREEK

OFFICE OF THE CITY CLERK

4800 WEST COPANS ROAD

COCONUT CREEK, FLORIDA 33063

**REQUEST FOR  
PUBLIC RECORDS/NOTARIAL SERVICES**

REQUESTER'S NAME \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_ LOT/BLK \_\_\_\_\_ SUBDIV. \_\_\_\_\_

ACTUAL COSTS:

A. DUPLICATION:  
Single-Sided Copies: \_\_\_\_\_ pages @ .15 per page \$ \_\_\_\_\_

Double-Sided Copies: \_\_\_\_\_ pages @ .20 per page \$ \_\_\_\_\_

B. MICROFICHE/FILM: \_\_\_\_\_ pages @ \$1.00 per page \$ \_\_\_\_\_

C. BLUEPRINT: \_\_\_\_\_ pages @ \$1.00 per sq.ft. \$ \_\_\_\_\_

GIS LASER: \_\_\_\_\_ pages @ \$1.50 per sq.ft. \$ \_\_\_\_\_

D. CHARGE FOR  
CERTIFIED COPIES: \_\_\_\_\_ pages @ \$1.00 per document \$ \_\_\_\_\_

E. TAPE REPRODUCTION \_\_\_\_\_ tapes @ \$2.50 per tape \$ \_\_\_\_\_

F. LABOR COSTS FOR RESEARCH AND REPRODUCTION  
OF ABOVE RECORDS AND MATERIALS  
\_\_\_\_\_ quarter hours (@\$4.00 / clerical: @ \$5.00 / supervisory or sworn) \$ \_\_\_\_\_

G. NOTARIAL SERVICES \_\_\_\_\_ @ \$5.00 per notarial act \$ \_\_\_\_\_

TOTAL COST DUE \$ \_\_\_\_\_

I have received the above-described services and/or public records/copies of public records on  
\_\_\_\_\_ at \_\_\_\_\_  
date time

Signature \_\_\_\_\_

(Confirmation of information received)