

CITY OF RIVIERA BEACH

600 West Blue Heron Blvd.
Riviera Beach, FL 33404

OFFICE OF THE CITY CLERK

Phone: (561) 845-4090
Fax: (561) 840-3438

PUBLIC RECORDS REQUEST FORM

Date Submitted _____

Name: _____ Phone: _____

Address _____ City _____

State: _____ Zip Code _____

Record(s) Requested (use separate form for each request): CD DVD Printed Copy

Public Records Request Fees

The Riviera Beach Office of the City Clerk is required to assess the following fees and charges:

One –Sided Copies	\$.15 per one-sided copy, legal size or smaller
Two-Sided Copies	\$.20 per two-sided copy, legal size or smaller
For All Other Types of Media Copies	Actual cost of duplication of the public record.
Certified Copies	\$1 per page

Special Service Charge - The Riviera Beach Office of the City Clerk may charge an administrative fee if the nature or volume of the requested records is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance (extensive is defined as taking more than 15 minutes to locate, review confidential information, copy and re-file requested material). The administrative fee is in addition to the actual cost of duplication and is reasonably based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by any city department or attributable to such department for the clerical and supervisory assistance required, or both. You may inspect the requested records without charge.