



OFFICE OF THE SHERIFF

MICHELLE COOK

901 N. Orange Ave

Green Cove Springs, 32043

Records: (904) 213-6090

Fax: (904) 529-6400

RECORDS REQUEST FORM

Please complete this form with the information you are requesting and pay the required fees. Fees are determined in accordance with FSS 119.07(4)(a)1. and outlined in the Clay County Fee Schedule. If the standard research and/or processing time is exceeded, additional fees will be applied. Request Forms may be faxed, mailed, delivered, or emailed to the Clay County Sheriff's Office at publicrecordsrequest@claysheriff.com

The information listed below is requested (but not required) to expedite your request.

I am requesting the following record(s):

- ☐ Incident/Arrest Report ☐ Accident Report ☐ CAD ☐ Background Check ☐ Fingerprints ☐ Other
☐ Assist other Agency ☐ Officer Request ☐ Media ☐ 911 Tape

Background checks - Name & any prior names used: _____

DOB: _____ Race: _____ Sex: _____

Date/Time of Incident: _____

Location of Incident: _____

Name of Subject(s) Involved _____

Please describe the public record(s) you are requesting: _____

THE CONTACT INFORMATION BELOW IS NOT REQUIRED.

If you wish to be contacted when the records are available, please include the appropriate information:

Name: _____ Phone: _____

Address: _____

NOTICE: The Florida Statutes provides guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among Departments. You may discuss the request and fee with the Records Specialist. (Chapter 119.07(4)(d), F.S.) In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by Sheriff's Office personnel in retrieval of the requested public record(s) will require payment for use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), F.S.)

NOTICE: A fee schedule is available in the Records Section.

NOTICE: Pre-payment may be requested in order to initiate extensive services or processes.

This form is being utilized by the Sheriff's Office statically to track types of request received and time it takes to complete them to improve our service to the citizens.

FOR OFFICE USE:

Date/Time received _____ Fees paid: \$ _____ Date paid: _____

Response:

- ☐ Released Full Report ☐ Released Redacted Report ☐ Photos/Video Provided
☐ No Records Found Other ☐ Records Provided Records Not ☐ Releasable

Mailed/Faxed Substation/Pick up Date/Time Completed: _____ Processed by: _____