



CITY OF ST. PETE BEACH  
155 COREY AVENUE  
ST. PETE BEACH, FL 33706-1839  
(727) 367-2735  
[www.stpetebeach.org](http://www.stpetebeach.org)

**PUBLIC RECORDS REQUEST**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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**Florida Public Records Law**, Florida Statutes, Chapter 119: defines a public record as, “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” If the purpose of a record is to perpetuate, communicate or formalize knowledge, then it is a public record.

**Public Records Fees**: Please contact the City Clerk’s Office for related costs.

**How to request a public record**: Contact the City Clerk’s Office via telephone, email, fax, mail or in person. Requests are not required to be in writing and the person making the request is not required to identify him/herself. This form is provided for your convenience and for accuracy in providing the exact information you request.