



# TOWN OF EATONVILLE, FLORIDA

P.O. Box 2163\* 307 E. Kennedy Boulevard | (407) 623-8900 | Fax (407) 623-8919

## PUBLIC RECORDS REQUEST

**NOTE: All Public Requests must be made to the Town Clerk**

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

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

Person/Department to perform request: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

Date that the records will be ready for pick-up: \_\_\_\_\_

Fee for Copies: \_\_\_\_\_

Release by (signature): \_\_\_\_\_

Received by (signature): \_\_\_\_\_

Return due date: \_\_\_\_\_

Date returned: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

\_\_\_\_\_