



## 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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

\_\_\_\_\_