

Phone: 407-665-7050

Fax: 407-665-7486



## Public Records Request Contact Information

<b>*Requested By:</b>		<b>*Date</b>
Street Address, City (Please supply if documents are to be mailed to requestor)		
<b>*Phone</b>	Fax	Alternate Phone

### Information Requested

*Please supply as much of the following information as possible*

Permit Number	Application Number (Prior to 2000)
Parcel ID	Street Address

*\*Please use the space below to describe the documentation you are seeking or the reason for your request in order to ensure we obtain the correct information.  
(i.e. Site Plan, Building Plans, Truss Engineering, etc.)*


Request taken by:		Request assigned to:	
Iron Mountain Box #		Date Ordered	
Date Files Received		Date Requestor Contacted	
No. of Letter	No. of Legal	No. of Ledger	No. of 24 X 30
Amount Due \$		Date Completed	
Additional Information			

***\*Required Information***