

VILLAGE OF WELLINGTON INFORMATION REQUEST FORM

Customer Name: _____ Date of Request: _____
 Address: _____ Telephone: _____
 _____ Other : _____

Information Requested: _____

NOTES:

1. All Village records are available for public inspection at no charge, except those records exempted by Florida Statutes. Records must be inspected in the presence of a Village employee.
2. Copies requested will be provided upon payment according to the fee schedule at the bottom of this form.
3. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive information technology resources or extensive clerical or supervisory assistance by personnel of the Village, the Village may charge, in addition to the actual cost of duplication, a special service charge as provided for in Chapter 119 of the Florida Statutes.
4. The charge for a duplicate cassette tape is \$1.20 and a duplicate video tape is \$25.00.

FOR VILLAGE CLERK USE ONLY

Copies:	Number _____	Single Sided	@ \$.15/page	=	\$ _____
	Number _____	Double Sided	@ \$.20/page	=	\$ _____
	Number _____	Color Copies	@ \$1.00/page	=	\$ _____
	Number _____	Maps/Plans**	@ \$.50/page	=	\$ _____
	Number _____	CDs	@ \$1.50 each	=	\$ _____
	Number _____	DVDs/Video	@ \$25.00 each	=	\$ _____
	Number _____	Audio Tapes	@ \$1.20 each	=	\$ _____
			Subtotal	=	\$ _____
			Less 6 pages @ \$.15	=	\$ _____-.90
			Total	=	\$ _____

**Maps & Plans are not subject to the 6 page rule.

Supervisor's Approval: _____
 Comments: _____

Amount Collected: _____ Date Collected: _____
 Date Completed: _____ Completed By: _____
 Origination Department: _____

Return this form to:
 Village Clerk's Office
 14000 Greenbriar Blvd.
 Wellington, Fl. 33414
 561-791-4145
 Fax 561-793-1295