



Brevard Public Schools
 Customer Service Center
 2700 Judge Fran Jamieson Way
 Viera, FL 32940

Telephone: 321-633-1000 ext. 500
 FAX: 321- 617-7779
 Email: csc@brevardschools.org

Request for Public Records of Brevard Public Schools

REQUESTOR INFORMATION (PLEASE TYPE OR PRINT)

 Today's Date

 Name (Last, First, Middle Initial) _____
 Company Name (If Applicable)

 Street Address _____
 City State ZIP Code

 Primary Phone Number _____
 Other Phone Number E-mail address

Description of Records Requested: To expedite the retrieval of records, please be as specific as possible as to the public records you desire. Attach a second page if necessary. *[Note: Under public records law, the district is not obliged to create a new document or record in response to a request for public records.]*

To assist us with processing your request, please check one of the following:

<input type="checkbox"/> Personal Use	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Legal
<input type="checkbox"/> Media	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Union

If you checked Commercial Use, please state the purpose: _____

Delivery Method (check one):

<input type="checkbox"/> Email	<input type="checkbox"/> US Mail	<input type="checkbox"/> Pick Up
<input type="checkbox"/> Review Record in Person		

Format (check as applicable)

<input type="checkbox"/> Electronic	<input type="checkbox"/> DVD/CD	<input type="checkbox"/> Duplicated copies
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Fees for the cost of reproducing public records will be assessed as follows:			
\$0.15-Single Side Copy	\$0.20-Double Side Copy	\$5.00 – DVD/CD	\$1.00-Certified Copy
The actual cost of duplication will be collected for copies of district public records in a form other than a duplicated copy (includes reproduction of maps).			
The actual labor cost of the personnel providing the service will be collected as permitted by State law if it requires more than fifteen minutes of clerical or supervisory assistance by District personnel including redaction services.			
A special service charge attributable to the extensive use of information technology resources and/or labor cost of the personnel providing the service as permitted by State law.			

Requestor Signature _____ **Date** _____

If the form is being sent electronically, then typed initials are acceptable in place of signature.

Initial box if sending via email

This form may be returned via email, US Mail or in person to the addresses at the top.

****PLEASE NOTE: Not all completed public records are in a digitized format. To receive a digitized version of a redacted record may require additional time and resources, resulting in additional expense.****