



Kimberly M. Wynn, Village Clerk  
Jane R. Worth, CMC, Deputy Village Clerk

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|---|
| Date completed: _____                           |
| Total Charges: \$ _____                         |
| Receipt No. _____                               |
| Method of Payment:                              |
| <input type="checkbox"/> Cash                   |
| <input type="checkbox"/> Check _____            |
| <input type="checkbox"/> Credit Card/Debit Card |

## PUBLIC INFORMATION REQUEST FORM

OFFICE OF THE VILLAGE CLERK

226 CYPRESS LANE, PALM SPRINGS, FLORIDA 33461-1699

PHONE: (561) 965-4010 ■ FAX: (561) 965-0899

EMAIL: [kwynn@vpsfl.org](mailto:kwynn@vpsfl.org) and [jworth@vpsfl.org](mailto:jworth@vpsfl.org)

Under Florida Statutes you are not required to provide any identifying information at the time of your request. However, if you would like for us to contact you upon completion of your records request, please provide an email address or phone number.

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**\*\*\*THE VILLAGE OF PALM SPRINGS POLICE DEPARTMENT MAINTAINS THEIR OWN RECORDS\*\*\***

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

Requested By: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

Provide details about your request including a timeframe if possible.

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**VILLAGE RECORDS REQUEST POLICY:**

*Review of specific records can be done without charge unless the nature or volume of the material requested requires extensive clerical or supervisory assistance. If extensive assistance is necessary, there will be a special service charge. Inspection of records can be requested by making an appointment.*

*Pursuant to Chapter 119, F.S., a request for copies of records shall be furnished upon payment of the fee prescribed by law. There will be a service fee charge (employee labor cost) for any searching and copying of documents that extends beyond fifteen (15) minutes connected to fulfilling your public records request.*

**SCHEDULE OF FEES**

| Medium Type            | Document Size/Time | Fee                        |
|------------------------|--------------------|----------------------------|
| Hardcopy               | Up to 8 ½ " x 14"  | \$0.15 per page/one-sided  |
| Hardcopy               | Up to 8 ½ " x 14"  | \$0.20 per page/two-sided  |
| CD / DVD               | N/A                | \$10.00 per CD / DVD       |
| All other copies       | N/A                | Actual cost of duplication |
| Research and Retrieval | Beyond 15 minutes  | Employee's labor cost      |

**Official Use Only:**

Copy to Village Attorney: ( ) Date: \_\_\_\_\_  
Records Released To: \_\_\_\_\_ Date: \_\_\_\_\_  
Records Released By: \_\_\_\_\_ Date: \_\_\_\_\_