

# WEST MELBOURNE POLICE DEPARTMENT

## Public Records Request Form

NOTE: Florida Law does not require you to provide your name or complete this form. However, completing this form will help to ensure your request is met in a timely manner should we need further clarification to complete your request and to contact you when your records request is ready for pick up.

The West Melbourne Police Department Records Unit is open:  
Monday – Friday 8:30am – 5:00pm

Name of Contact (not required):

---

Phone Number (not required):

---

Date Requested:

---

Case Report #:

---

### **FOR OFFICAL USE ONLY:**

 PRINT FORM

 EMAIL FORM

Research Time: \_\_\_\_\_ Hours @ \$17.50 per hour

Copies: \_\_\_\_\_ @ .15 per page

CD/DVD: \_\_\_\_\_ @ \$5.00 each

**Total Amount Due: \$\_\_\_\_\_**

