



*Delivering Excellence Every Day*

**MIAMI-DADE COUNTY  
DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES  
PUBLIC RECORDS REQUEST**

Requestor Information:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Information Requested:

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

Records Requested (Please describe in detail – include dates involved in request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requests must be made in person to the address below. **Please be advised that there is a minimum \$40.00 research fee which applies for all records request.** An additional research fee of \$20 per half hour may apply on any request that requires more than one hour to retrieve the requested information. Additionally, a 7.5% RER surcharge is applicable to all records request fees. Research fees are pursuant to Miami-Dade County Implementation Order 4-114 and all copies of the requested research material will be provide on a CD. Payments must be made payable to Miami-Dade County and is due at the time of request.

111 NW 1<sup>st</sup> Street, 11<sup>th</sup> Floor  
Miami, Florida 33128