



Islamorada, Village of Islands Office of the Village Clerk

86800 Overseas Highway, Islamorada, FL 3303

T: 305-664-6400, F: 305-664-6466

Request for Public Records

Please be advised, under Florida Law, the information you provide in this form is a public record. If you would prefer not to include your personal information in a public records request, please make your request by phone by contacting the Village Clerk at 305-664-6413 or you may make the request in person.

Date Requested: _____

Requested by: _____

Phone Number: _____

Email Address: _____

Research Requested: Please include as much information as possible regarding the records being requested. For example, if you want the building permit file, include the address, real estate I.D., alternate key # and original owner name.

Please email the form to clerk@islamorada.fl.us or fax it to 305-664-6466. Should you have any questions, please contact the Office of the Village Clerk at 305-664-6413. Records are typically emailed to the requester within 2-5 business days. Large requests may take longer to produce.

For Office Use:

Date Completed: _____ Completed By: _____

Staff Research Fee Due: _____ \$ _____

Single Copies: _____ x (\$.15 per copy) \$ _____

Double-sided Copies or 11x17: _____ x (\$.20 per copy) \$ _____

DVD/ USB: _____ (\$5.00 each) \$ _____

Total: \$ _____