



# OPTIONAL

## Request Form Public Records Request

**Making a request:** For information about requesting public records from HART, please see "How to Request Public Records", available at [www.gohart.org](http://www.gohart.org), under Transparency/Public Records Requests. Requests may be made by phone (813) 384-6575. You may also submit your request through the **Portal**; **fax** (813) 384-6284, or **mail** Public Records at 1201 East 7<sup>th</sup> Avenue, Tampa, FL 33605. Please do not attach payment to this form. Once your request is received, you will receive a separate charge form with total estimated costs.

**A. Date of Request:** \_\_\_\_\_ **File# (office use):** \_\_\_\_\_

**B. Contact Information:**

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

Name of Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**C. Description of Records Requested:**

To assist in accurately fulfilling your request, please be as specific as possible. You may attach additional pages to the form as necessary. Clearly mark any attachments.

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

**D. Delivery information:**

Please check your preference below. Please note that records will be provided in the format requested if they already exist in that format. Records that exist in paper format will be provided in paper format and records that exist in electronic format will be provided in electronic format. Payment must be received prior to releasing the records.

- Make public records available for viewing.** The requestor will be notified when records are available for review at HART Offices. There is no cost to view the public record, unless review of the record requires extensive information technology, clerical or supervisory assistance.
- Make copies of records for pick up by requestor.** The requestor will be invoiced and must pay for the copies before the copies are released.
- Make copies and mail to requestor.** The requestor will be invoiced and must pay for the copies and postage before the copies are released.
- Make copies and fax to requestor.** The requestor will be invoiced, and the requestor must pay for the copies before the copies are released.
- Email copy of the record to requestor.** If the record is available in an electronic format, the document will be emailed.

Note: \_\_\_\_\_