MAILING ADDRESS
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Pensacola, Florida 32523
(850) 436-9630

LOCATION
1700 W. Leonard St.
Pensacola, Florida 32501
www.escambiaso.com

ESCAMBIA COUNTY SHERIFF'S OFFICE
David Morgan, Sheriff

PUBLIC RECORDS REQUEST PRICE SHEET

Please note, the Escambia County Sheriff's Office will charge a special service charge per 15 minutes for any request where the nature or volume of records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, pursuant to Florida State Statute 119.07(4)(d).

Large Volume Requests – Any records request regardless of format, which requires processing of over 10 pages and/or over 15 minutes to compile and review the records will be charged a paper cost and/or an hourly rate for the work.	Price
*Rate of Records Personnel (per hour for review and redaction)	$18.80
*Rate of Public Records Personnel (per hour for review and redaction)	$21.41
Reports – Paper Copies, CD/DVDs	Price
One-sided printed pages (after the first 10)	$0.15/page
Double-sided printed pages (after the first 10)	$0.20/page
CD & DVDs	$0.25/disc
Mailing fees (envelope containing one disc)	$3.50/each
Mailing fees (envelope containing two discs)	$7.00/each
Inspection of Public Records – Service fee for the inspection of records is based on the amount of time take to compile, review and redact the records, as well as the time for personnel to supervise the inspection.	Price
*Rate of Records Personnel (per hour for review and redaction)	$18.80
*Rate of Public Records Personnel (per hour for review and redaction)	$21.41
Fees for Services Provided by Criminal Records Unit	Price
Certified Copies of Records	$1.00/page
Local Background Checks and/or Letter of Clearance	$3.00/each

For more information, please contact one of our Records units:

Criminal Records
Phone: (850)436-9501
E-mail: RecordRequest@escambiaso.com

Public Records
Phone: (850)436-9390
E-mail: PublicRecords@escambiaso.com

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