



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Revised January 2019

Records Request Charges

Requester: _____	INVOICE NUMBER: _____
City: _____	Address: _____
Zip Code: _____	State: _____
Phone Number: _____	Email Address: _____
Date Request Received: _____	Fax Number: _____
DJJ Staff Contact: _____	Date of Invoice: _____
Documents Requested: _____	Office Number: _____
Number of Pages: _____	\$0.15/pg (Copy) = \$ _____
Attorney Review: _____	\$35.00/Hour = \$ _____
Special Service Hours Worked: _____	(No charge for the first 30 minutes)
Special Service Hours Charged: _____	Rate: _____ = \$ _____

The service charge applicable to this request for extensive use of IT and clerical assistance to pull and review emails. Please see section 119.07(4)(d), F.S., regarding the application of this fee.

SUBTOTAL: = \$ _____

Upon receipt of payment this office will commence retrieving documents responsive to your request. At the conclusion of this process, DJJ will report the total amount due less the deposit amount. **If you would like to reduce or limit the scope of your request please contact our DJJ staff.**

DEPOSIT AMOUNT OWED: = \$ _____

Shipping & Handling: = \$ _____

CD-ROM: \$1.00 Each; DVD: \$1.15 Each; Cassette Tape: \$5.00 Each; Video Tape: \$10.00 Each

ESTIMATED TOTAL AMOUNT DUE: = \$ _____

Upon receipt of the total amount due, this office will provide any documents found responsive to your request. If payment is not received within 30 days of date of the invoice, this office will determine the information is no longer needed and the request will be closed.

Please make checks payable to: The Florida Department of Juvenile Justice (DJJ) and send to the address below:

Attention: Elisa Watson
2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 717-2597
<http://www.djj.state.fl.us>

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.