

# Public Record Requests

You may submit a public records request in person, by phone, fax, email or regular mail to:

**Public Records Section**  
**4052 Bald Cypress Way, Bin A02**  
**Tallahassee, Florida 32399-1702**  
**Telephone: (850)245-4005**  
**Fax: (850)413-8743**

[PublicRecordsRequest@flhealth.gov](mailto:PublicRecordsRequest@flhealth.gov)

Florida is proud to lead the nation in providing public access to government meetings and records.

In accordance with the provisions of Florida Statute Chapter 119, public records maintained by the department are available for review unless otherwise confidential or exempt from disclosure by law.

Public record requests may be submitted anonymously but should include a method by which we can produce documents to you. Further, providing contact information such as your name, email address, mailing address and/or telephone number allows us to follow up regarding questions or clarifying information. Additional information that assists us in responding to a public record request may include, but is not limited to:

1. Provide as much information as possible about the requested public record including the name of the document, who created it, the subject matter and any additional information to help us locate responsive records.
2. The specific time period or date range for which you are requesting the records search.
3. When requesting emails, the name(s) of the sender and/or recipient, key words to be searched, and date ranges.

**FEES:**

15 cents per page (single-sided copies)

20 cents per page (double-sided copies)

All confidential and exempt information will be redacted from copies of public records, and any request that requires extensive use of information technology resources or clerical or supervisory assistance will be assessed an additional charge (special service fee). You will be contacted prior to being charged with an estimate for the cost of providing the requested records. **Fees must be paid prior to the redaction and production of records.**

Fees of \$5.00 or less are automatically waived.

*DOH Vision: "To be the Healthiest State in the Nation"*

*DOH Mission: "To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts"*

