



**CCSG**

2650 Biscayne Boulevard  
Miami, FL 33137  
305-573-4300 Phone  
305-573-4100 Fax  
[www.miamisurcharge.com](http://www.miamisurcharge.com)

**PUBLIC RECORDS REQUEST FORM**

PROPERTY NUMBER \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

**CONTACT INFORMATION:**

REQUESTED BY \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

INFORMATION REQUESTING \_\_\_\_\_ TIME PERIOD REQUESTING \_\_\_\_\_

**Complete Consulting Services Group Office Use Only:**

VERIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ NUMBER OF PAGES \_\_\_\_\_ AMOUNT DUE \_\_\_\_\_

COMMENTS/NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*PLEASE NOTE THAT COMPLETE CONSULTING SERVICES GROUP HAS UP TO FIVE BUSINESS DAYS TO DELIVER REQUEST**

