

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY, d/b/a LYNX

PUBLIC RECORDS REQUEST FORM

STEP 1. PRINT & COMPLETE all information. Please date and sign the request. For assistance, see the Instructions for Requesting Public Records, available at LYNX offices or at www.golynx.com, under the Public Records menu.

STEP 2: SUBMIT completed form to Public Records Office, LYNX, 455 North Garland Avenue, Orlando, Florida 32801, FAX: (407) 254-6137. Do not attach payment to this form. Instead, wait to receive a notice of the estimated cost.

STEP 3: PAY FEE, if applicable. Once you have received a notice of estimated cost, submit fees by personal check or money order payable to LYNX, together with a copy of the invoice to: Public Records Office, LYNX, 455 North Garland Avenue, Orlando, Florida 32801. If payment is not received within 10 working days after notice of the estimated cost is forwarded, it may be necessary to initiate a new request. **RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.**

COMPLETE BELOW:

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL ____

NAME OF ORGANIZATION/COMPANY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (____) _____ FAX (____) _____

E-MAIL _____ @ _____

Description of Records Requested (Type or Print): To expedite the request, be as specific as possible. You may attach additional pages to the form as necessary. Clearly mark any attachments.

Delivery information – Check appropriate box below. Costs for producing the requested information shall be paid in advance of delivery or viewing of records.

- Make public records available for viewing.** The requestor will be notified when records are available for review at LYNX Administrative Offices. There is no cost to view the public record, unless fees apply for the extensive use of information technology resources or extensive clerical or supervisory assistance.
- Make copies 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 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.

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<p>SUBMISSION OF REQUEST IS CERTIFICATION THAT REQUESTOR UNDERSTANDS AND ACCEPTS OBLIGATION TO PAY APPLICABLE FEES FOR COPIES OF RECORDS REQUESTED AND THAT NO COPIES MAY BE RETURNED FOR CREDIT.</p> <p>SIGNATURE OF REQUESTOR: _____ If submitted electronically, signature and date on line above unnecessary.</p>
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If you have any questions please e-mail us at publicrecords@golynx.com
This form is available at www.golynx.com, Public Records