



PUBLIC RECORDS REQUEST FORM

Administration
100 LaVilla Center Drive
Jacksonville, FL 32204

Operations
P.O. Drawer "0"
100 N. Myrtle Avenue
Jacksonville, FL 32203

Main (904) 630-3181
Fax (904) 630-3166
www.jtafla.com

<p>How would you like to receive your records?</p> <p><input type="checkbox"/> US Mail: _____</p> <p><input type="checkbox"/> Email: _____</p> <p><input type="checkbox"/> Call/Text when ready: _____</p> <p><input type="checkbox"/> Pick up from JTA (Please allow one week for completion. Call Public Records Department in advance for completion of request)</p>	
<p>Would you like to give us your name? (optional)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>First Name:</p>	<p>Last Name:</p>
<p>Date range of the records request: (e.g. from 1/1/12 – 6/30/12)</p>	
<p>Please provide a description of the record(s) being requested (provide as much detail as possible)</p>	

This form can be scanned to publicrecords@jtafla.com or mailed to the administration office address. Please contact Diane Hansen, JTA Custodian of Records, at 904-632-5221

Please note that there may be an administrative charge for public records. If so, you will be contacted prior to record distribution.