



# LEON COUNTY SHERIFF'S OFFICE

## General Schedule of Fees

Prior to the copying and/or release of requested information, payment must be received payable to the Leon County Sheriff's Office in the form of a Check, Cashier's Check, Money Order or Cash. As required by Florida Law Files must be redacted to remove any exempt information.

### Paper Duplication Services

<u>Item</u>	<u>Walk-in/Postage Paid</u>	<u>Mailed USPS by Records</u>
Photocopies (letter size, one side).....	\$.15 per page.....	\$.25 per page (minimum of \$.50)
**Duplex copies (letter size) are \$.20 cents per page (\$.15 front side, \$.05 back side)***		
Photocopies (legal).....	\$.20 per page.....	\$.25 per page (minimum of \$.50)
Prints from Microfilm.....	\$.15 per page.....	\$.25 per page (minimum of \$.50)
Electronic records on CD.....	\$10.00 per CD.....	\$11.00 per CD
<b>**Please note, unless specifically requested prior to production, all paper documents are produced one-sided.</b>		

### Audio Duplication Services

CD Recordings.....\$10.00 per CD

### Photographic Duplication Services (Video Tape/DVD Duplication)

VHS Tape/DVD .....\$25.00 per tape/DVD

### Photo Duplication

Proof Sheet.....	\$10.00 per sheet	Compact Disk.....	\$10.00 per disk
4"x5" Mug Prints.....	\$7.00 each	4"x5" Color Prints.....	\$7.00 each
5"x7" Black & White Prints.....	\$7.00 each	5"x7" Color Prints.....	\$7.00 each
8"x10" Black & White Prints..	\$10.00 each	8"x10" Color Prints.....	\$10.00 each

### Other Services

Certified copies (per certification).....	\$1.00 (plus cost of copies)
Inmate Medical Records.....	\$1.00 (1 <sup>st</sup> 10 pgs, \$.25 after 10pages)
Fax Service.....	\$1.00 per page
Background Investigations.....	\$5.00 per individual checked
Background Investigations Notarized Adoption Letter.....	\$5.00 per letter
Insurance Request.....	\$1.00 per request (max 20 pgs)
Fingerprint Card.....	\$5.00 per card
Concealed Weapons Card (Transmitted).....	\$34.75 per card
Name Change (Transmitted).....	\$43.75 per card
Research/Staff Time.....	\$21.42 per hour (plus cost of copies)
Research/Staff Time Medical Records.....	\$27.72 per hour (plus cost of copies)
Research/Staff Time for LCSO IT Searches.....	\$24.90 per hour (plus cost of copies)
Research/Staff Time for LCSO Detention Video/Audio Searches.....	\$36.64 per hour (plus cost of copies)
Research/Staff Time for Human Resources .....	\$22.53 per hour (plus cost of copies)

**Records Phone#: (850)606-3317, Records Fax#: (850)606-3326**

\*\*\*NOTE: Research/Staff time fee may be charged for request(s) which require 15 minutes or more. If requested item requires out sourcing for redactions, such as with video, the staff time is based on LCSO's hourly rate for staff time researching /reviewing it, as well as the out sourced contractor's hourly rate.



Post Office Box 727 ★ Tallahassee, Florida 32302-0727  
Main (850)606-3300 ★ Detention Center (850)606-3500  
Please visit us on the web at: [www.leoncountysos.com](http://www.leoncountysos.com)

