



Charges and Fee Schedule

Public Records/Data Requests

Florida Statutes, Section 119.07(4) authorizes the Custodian of Record to require payment from requestors in exchange for the time and resources expended by Supervisor of Elections staff, which would otherwise be paid for by the taxpayers of Palm Beach County. The amount paid will not exceed the statutorily defined or actual cost incurred by the Supervisor in fulfillment of the request.

Our office accepts cash, checks made payable to the Supervisor of Elections, or online payment. Payment must be remitted prior to fulfillment of the request.

Duplicated copies of not more than 8.5 by 14 inches will be charged at a rate of 15 cents per one-sided copy and 20 cents per two-sided copy.

Precinct map(s) will be charged at the actual cost of production based on the number of precincts requested.

A processing fee of \$20.00 will be assessed for each detailed or summary report requested to be generated by our office. Please note that each Registered Voter Information Report order is limited to 20 elections.

Daily Vote-by-Mail Data Requests, available to those authorized under F.S. 101.62(3), will be charged a \$20.00 processing fee per election, plus a monthly subscription fee of \$30.00.

Requests requiring more than 15 minutes of time will be assessed as a service charge. The actual cost of materials and time will be billed based on each request. An estimate will be provided for approval prior to the fulfillment of the request.

The cost of mailing will be charged at the actual mail rate, plus a processing fee.

The cost of a USB drive is \$6.00.

Requests requiring the use of materials not defined by statute will incur a charge for the actual cost of the material(s).

The Palm Beach County Supervisor of Elections office Public Records Custodian is Alison Novoa | alison@votepalmbeach.gov | 561-656-6264.

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