

CITY of GULFPORT



Mayor-Council Form of Government

\$8.00 research time for locating or determining eligibility .25 per page (one side only)
\$50.00 for computer generated reports per hour \$25-35 for maps, depending on size
For less than a 60 min. computation must be made "by multiplying the hourly rate times a fraction, the number of which will be the number of minutes expended, and the denominator of which will be sixty."

Payments can be made payable by check, money order, or cash. **NO CREDIT CARDS**, at respected office.

Date: _____

Person/Business requesting: _____

Address of Requester: _____

Telephone number: _____

Subject Matter: _____

Any requests shall be clear and concise and shall be directed toward only one subject matter.

Manner of Compliance: Personally Inspect
 Personally Copy
 Cause to be copied

Actual cost of compliance with my request, if granted shall be paid by me in advance of the receipt of any information.

Manner of Delivery: By mail to the address above
 In person at your office

I have read and understand the published statements entitled "Policy and Procedure – Mississippi Public records Act of 1983" and I further understand that the actual cost of compliance with my request, if granted, shall be borne by me, including mailing costs if applicable. I also understand the following to-wit:

Signature of requesting party: _____

Requests are directed to: City Clerk
P.O. Box 1780
Gulfport, MS 39502

Request Granted by: _____ City Clerk.

Please fax back to Helen at 228-214-2244