



LEON COUNTY SHERIFF'S OFFICE

General Schedule of Fees

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Payment must be received by the Leon County Sheriff's Office before reproduction and/or release of requested information. Pursuant to Florida Statutes, exempt or confidential information will be redacted. (Accepted forms of payment are cash, money order, check, or cashier's check, payable to the Leon County Sheriff's Office.)

Paper Duplication

Copies/Prints (8 1/2" x 11" - One Side).....\$0.15 per page Copies/Prints (8"x14 - One side).....\$0.20 per page

Unless specifically requested PRIOR to production, all documents are produced one-sided. Letter size duplex copies are \$0.20 per page (\$0.15 front and \$0.05 back)

Electronic Duplication to CD/DVD/Blue Ray/Thumb Drive

Utilized for Voluminous Files, Upon Request, Lowering Associated Reproduction Costs, Audio/Video, and Photos

CD/DVD.....\$1.00 per CD/DVD

Thumb Drive/Blue Ray Disc.....\$3.00 per TD/Disc

Photo Duplication on Photo Paper (Based on Single Item, B&W or Color)

Proof Sheet, 5"x7" print, 8"x10" print, 4" x 5" print.....\$1.00 per print

***Photos will be reproduced on paper, CD, or DVD depending on the volume of the record(s), unless photo paper duplication is specifically requested. If photo paper was not requested, reproduction costs will be associated with Paper Duplication or Electronic Duplication costs as listed above.

Other Services

Certified Copies.....\$1.00 per certification, in addition to costs of reproduction
Inmate Medical Records.....Paper/CD/DVD/Thumb Drive/Blue Ray/Photo Paper fees listed above apply for reproduction
Fingerprinting.....\$5.00 per card
Concealed Weapons Card (Transmitted).....\$34.75 per card
Name Change (Transmitted).....\$43.75 per card
Background Checks (per person).....\$5.00 per person

-For requests taking less than 15 minutes to complete, there will be no fee for research/staff time required.

-Voluminous Requests requiring searching of multiple databases may require a 2-hour Records staff/research time deposit to determine what records are available to fulfill the request(s).

-The current minimum of research/staff time for Records staff is \$28.38/hr.

***Requests requiring specific skills and/or training, or additional employees to complete, may be invoiced with additional research/staff time rates.

Postage and Shipping

USPS.....\$1.00

***Additional fees for those items requested to be sent Overnight/UPS/FedEx, will be based on the requested entity's fees.