



# LEON COUNTY SHERIFF'S OFFICE General Schedule of Fees

## General Schedule of Fees

Payment must be received by the Leon County Sheriff's Office before the 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" x 14" - one side).....\$0.20 per page  
\*\*\*Unless specifically requested PRIOR to production, all documents are produced one-sided. Letter size duplex copies are \$.20 per page (\$0.15 front and \$0.05 back)\*\*\*

### Electronic Duplication to CD/DVD

**(Voluminous Files, Upon Request, Lowering Associated Costs for Reproduction, Audio/Video, Photos)**

CD.....\$10.00 per CD      DVD.....\$25.00 per DVD

### Photo Duplication on Photo Paper

Proof Sheet.....\$10.00 per sheet      4" x 5" Booking Photos.....\$7.00 each  
5" x 7" Black & White Print .....\$7.00 each      4" x 5" Color Print.....\$8.00 each  
5" x 7" Color Print.....\$8.00 each      8" x 10" Black & White Print.....\$10.00 each  
8" x 10" Color Print.....\$12.00 each

\*\*\*Photos will be reproduced on paper, CD, or DVD depending on the volume of the request(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 Reproductions  
Inmate Medical Records.....Paper, CD, or DVD Fees Listed Above Apply for Reproduction  
Fax Services .....\$1.00 per fax  
Background Checks.....\$5.00 per individual checked  
Background Checks Notarized Adoption Letter.....\$5.00 per letter  
Fingerprinting.....\$5.00 per card  
Concealed Weapons Card (Transmitted).....\$34.95 per card  
Name Change (Transmitted).....\$43.75 per card

### Research/Staff Time

(Research/Staff time may be charged for request(s) which require 15 minutes or more. If outsourcing is required for redactions, such as with video, the staff time is based on LCSO's hourly rate for the staff researching/reviewing, as well as the outsourced contractor's hourly rate.)

Records Research/Review/Redaction Staff Time.....\$21.42 per hour, plus reproduction costs  
Medical Records Research/Review Staff Time.....\$27.72 per hour, plus reproduction costs  
IT Research/Review Staff Time.....\$24.90 per hour, plus reproduction costs  
Detention Facility Audio/Video Research/Review Staff Time.....\$36.64 per hour, plus reproduction costs  
Human Resources Research/Review Staff Time.....\$22.53 per hour, plus reproduction costs

### Postage

USPS.....\$1.00

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