



Sheriff **Larry Campbell**

PO Box 727, Tallahassee, Fl 32302-0727

Records Phone 850-922-3317

Records Fax 850-922-7592

**General Schedule of Charges**

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, Cashiers Check, Money Order or Cash. As required by Florida Law files must be redacted to remove any exempt information.

**Paper Duplication Services**

<i>Item</i>	<i>Walk-in/Postage Paid</i>	<i>Mailed USPS by Records</i>
Photocopies (letter size).....	\$.15 per page.....	\$.25 per page (minimum of \$.50)
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

**Audio Duplication Services**

Cassette/CD .....	\$10.00 per tape/CD
CD of inmate phone calls .....	\$30.63 per CD

**Photographic Duplication Services**

*Video Tape/DVD Duplication*

VHS Tape/DVD.....	\$25.00 per tape/DVD
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*Photo Duplication*

<i>Item</i>	
Proof Sheet .....	\$10.00 per sheet
Compact Disk .....	\$10.00 per disk
4" x 5" mug prints .....	\$7.00 each
4" x 5" color prints .....	\$7.00 each
5" x 7" black & white prints .....	\$7.00 each
5" x 7" color prints .....	\$7.00 each
8" x 10" black & white prints.....	\$10.00 each
8" x 10" color prints.....	\$10.00 each
Passport Photo.....	\$3.00 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 10)
Research/Staff Time .....	\$18.25 per hour (plus cost of copies)
<i>Note: Research/Staff Time fee may be charged for request(s) which require 15 minutes or more</i>	
Fax Service.....	\$1.00 per page
Background Investigations.....	\$5.00 per individual checked
Background Investigations Certified Adoption Letter.....	\$5.00 per letter
Insurance Request.....	\$1.00 per request (max 20 pages)
Fingerprint Card.....	\$5.00 per card
Concealed Weapons Card (Transmitted).....	\$39.00 per card