



# 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 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 \$28.77/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 may apply for records shipped via USPS based on the records weight.  
\*\*\*\*Additional fees for those items requested to be sent Overnight/UPS/FedEx, will be based on the requested entity's fees.