

## Public Records Request Form

\_\_\_\_\_  
Name of Requestor\_\_\_\_\_  
Telephone number\_\_\_\_\_  
Date\_\_\_\_\_  
Company/Organization (if applicable)\_\_\_\_\_  
E-mail address\_\_\_\_\_  
Please provide Public Records Request reference number issued with your acknowledgement (e.g. W00012345678910)**Standard reports:**

A standard report includes the following directory data fields for **currently enrolled students**.

- Name
- Local Address (includes international addresses)
- Permanent Address (includes international addresses)
- Email Address

Production time for a standard report is approximately 8 to 10 business days. The estimated cost of producing a standard report is \$45. To request a standard report, please submit a completed form and attach a check or money order for \$45 made payable to: The University of Florida. Please send completed form and check or money order to: **Office of the University Registrar, Attn: Directory Information Requests, 318 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000**, or submit the check in person to the *Office of the University Registrar, 222 Criser Hall, Gainesville, FL 32611*. The reports will not be produced until the check or money order is received.

**Non-standard reports/additional directory information:**

Information from previous terms, or additional directory information (non-standard reports) may be requested. However, please note that if available, non-standard reports may require more processing time and may incur additional costs depending on the complexity of producing data requested. To submit a request for a non-standard report, please complete this form indicating additional data required. Please submit the completed form to [publicrecordsrequests@registrar.ufl.edu](mailto:publicrecordsrequests@registrar.ufl.edu). Upon receipt of the request, an invoice reflecting an estimate of the cost of producing your report will be emailed to you. Please note that the report will not be produced until the estimated cost of production is paid.

**Additional Request (please specify below):**

*(Please note non-standard reports may require more processing time and may incur additional costs.)*

*Please note: while the items below are directory information, Office of the University Registrar does not maintain these records.*

Nature and place of employment at UF

Honors and awards received

Publication titles

Participation in officially recognized or registered activities and sports

Weight and height of members of athletic teams

**\*Registrar Internal Use Only\***\_\_\_\_\_  
Check / Money Order Number / Amount\_\_\_\_\_  
Statistical Request Number\_\_\_\_\_  
Request Received Date\_\_\_\_\_  
Request Completed Date

To Whom It May Concern:

Pursuant to the Florida Sunshine Law, I hereby request the following records:

A file containing the university-affiliated email addresses, first and last names of all enrolled University of Florida students as of the Spring 2021 semester.

The requested documents will be made available to the general public, and this request is being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

Jonathan Slempp

629 N High Street  
Columbus, OH 43215