

Date: \_\_\_\_\_, 20\_\_

DC# \_\_\_\_\_

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\_\_\_\_\_ County Sheriff's Office  
c/o \_\_\_\_\_ County Jail

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**RE: CERTIFICATE OF DATES OF INCARCERATION**

**SUBJ.:** \_\_\_\_\_ **COUNTY CASE NO.:** \_\_\_\_\_

Dear Honorable Sheriff:

Would you please provide me with written verification of the dates of incarceration for the person named below?

I am making this request pursuant to the Florida Public Records Act codified as §119.01, Florida Statutes and/or the Federal Freedom of Information Act under *Title 5 U.S.C. §552*.

**Incarcerated Name:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Alias:** \_\_\_\_\_  
**Approx. Dates Custody:** \_\_\_\_\_ **thru** \_\_\_\_\_  
\_\_\_\_\_

Please respond to this request within 10-days as legal action is in progress concerning the subject information.

I have enclosed a SASE for your convenience.

Thank you very much in advance for your prompt assistance in this matter.

Sincerely yours,

\_\_\_\_\_

Defendant