



RECORDS RESEARCH AND RETRIEVAL REQUEST

By completing this form, you are requesting a copy of a Sunshine 811 locate ticket. If a search of the Sunshine 811 database yields a ticket, you will receive a **Ticket** and **Ticket History**. The Ticket has dig site details that member utility companies use to perform underground facility locations. The Ticket History contains the company name; member code; contact person and phone number; alternate contact and phone number (if provided by the member); emergency contact and phone number (if provided); most recent positive response codes entered; and any positive response comments (most recent) of each member listed on the ticket. Note: Positive Response codes are codes that each member utility company listed on the ticket uses to indicate whether a job site is cleared, marked or unmarked and the reason why.

SECTION 1

CONTACT INFORMATION (For person completing the form.)

Name of Agency			
Contact Name			
Mailing Address			
City		State	Zip
Phone	Alt Phone	Fax	
Email			
How do you wish to receive a copy of the locate ticket?		Send me an electronic copy of the voice recording.	
Email	Fax		

SECTION 2

LOCATE TICKET NUMBER (If you know the ticket number, you can skip section 3.)

Ticket Number
Company ID

SECTION 3

SEARCH INFORMATION (This information will be used to help Sunshine 811 search for a locate ticket. Provide as much information as possible about the dig site.)

Company work is being done for			
Person who requested the locate ticket			
Mailing address	City	State	Zip
Phone on Ticket			
Dig site address			
Nearest intersecting street			
City	County		
Date of excavation			
Date of damage caused by excavation described on ticket			
Additional comments			

Email the completed form to memberservices@sunshine811.com; or mail a physical copy or hand deliver to Sunshine State One-Call of Florida, Inc., Attn: Records Research & Retrieval, 11 Plantation Road, DeBary, FL 32713.

There is no ticket search or record processing fee associated when done for HPSI incidents.