



HPSI 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 utility companies use to perform underground utility 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 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 utility listed on the ticket use to indicate whether a job site is cleared, marked or unmarked and why.

SECTION 1: Contact Information for Person Completing 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 or company ID, you can skip sections 3 and 4.)	
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 and incident.)			
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.