

## **RECORD SEARCH REQUEST**

### **INSTRUCTIONS & COST**

Record searches will be conducted upon written request (see attached form), by telephone, or in person. Service charges are as follows:

Record Searches (please specify years)	\$1.00 per year – per court division (i.e., criminal, civil, traffic)
Writing Any Paper (includes signing and sealing)	\$4.00 per paper written – per court division
Copies (if requested)	\$1.00 per page
Certified Copies (if requested)	\$1.00 per certification
Fax Charge (this charge is in addition to the above charges)	\$1.00 per page for local and toll free \$2.00 per page for long distance

If you know the Clerk's case number, there is no charge for the search.

If your request includes copies of any paperwork from the file, we will notify you of the amount due by mail, fax, phone (local or toll free only), or email. Documents will be mailed/faxed upon receipt of payment. You may also contact the record search clerk at (407) 665-4353 within three to five business days after mailing your request for the total due.

**RECORD SEARCH REQUEST  
FORM**

To request a record search, please fill out as much of the following information as possible:

Full Name: \_\_\_\_\_

Any Alias Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Social Security Number (optional): \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Search Period: beginning \_\_\_\_\_ through \_\_\_\_\_

Paperwork Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment should be made out to **Clerk of the Circuit Court** and should be mailed along with your request and a self-addressed, stamped envelope to:

Clerk of the Circuit Court  
Attn: Record Search Clerk  
P.O. Box 8099  
Sanford, FL 32772-8099

Your contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_