COPY/SEARCH – REQUEST FORM

	DATE: TIME:		RECEIPT #					
	ILL TO ESCROW ACCT ☐ Recording or ☐ Civil ☐ EXEMPT per F.S. 28.345 or F.S ILL TO OTHER COUNTY DEPT (Note: Must have check requisition attached)							
	CASH CHECK ~ VISA MASTERCARD DISCOVER AMERICAN EXPRESS Note: There is a 3.5% Service Charge for payment by credit cards.							
	(Complete for Escrow Accts., Credit Cards, Or For Records not immediately available for inspection/copies)							
	CREDIT CARD NUMBER:	CARD NUMBER: & Security Code						
	EXPIRATION DATE:& Billing Address Zip Code							
	CUSTOMER NAME on Credit Card (exactly how it appears on card)							
	CUSTOMER TELEPHONE # (Residence/Business Only)							
	ESCROW ACCT. Name (if applicable)							
	MAILING ADDRESS:	APT./STE#						
	CITY			_STATE		ZIP		
	INDICATE: Case#/Case Type Plat Book/Page(s) Name (for MVR) Name(s) & Years to be Searched	COPY	COPY PAGES AS INDICATED COPY ENTIRE FILE CERTIFY FAX E-MAIL					
		_						
	COMMENTS:							
	COPIES @ \$1.00 EACH (Court records or Official Records) COPIES @ \$1.00 EACH (Court records or Official Records) COPIES @ .15 EACH COPIES @ .15 EACH CERTIFICATIONS @ \$2.00 EACH TRAFFIC MVR REPORT @ \$7.00 EACH FAX FEE @ \$.25 PER PAGE (Long Distance Only) SEARCH FEE @ \$2.00 PER NAME, PER YEAR PLAT COPIES @ \$5.00 EACHPAPER Copy orElectronic Image (.tif format) & send viaemaildisked							

□ PICK-UP BY CUST □ MAIL □ FAX TO: □ E-MAIL TO:								
TOTAL # OF COPIES: TOTAL # CERTIFIED: TOTAL # PAGES FAXED: TOTAL #NAMES/#YEARS SEARCHED: TOTAL #PLAT COPIES: TOTAL #MVR REPORTS: Customer Initials (Escrow Accts):			TOTAL COPY FEE: \$ TOTAL CERTIFIED FEE: \$ TOTAL FAX FEE (Long Distance Only): \$ TOTAL SEARCH FEE: \$ TOTAL PLAT COPY FEE: \$ TOTAL MRV REPORT FEE: \$ POSTAGE (for mailing): \$ SPECIAL PACKAGING (for Mailing): \$					
	Location:FRRSFRC	CREDIT CARD SVC. CHRG: \$ TOTAL COST: \$						
	DATE COPY REQUEST COMPLETED: DEPUTY CLERK'S INITIALS:							