



# Clerk of the Circuit Court & Comptroller

Office of Gary J. Cooney, Clerk & Comptroller

P.O. Box 7800 • 550 W. Main St. • Tavares, FL 32778-7800 • [www.LakeCountyClerkFL.gov](http://www.LakeCountyClerkFL.gov)

## NON-COURT PUBLIC RECORDS REQUEST

Requests are not required to be in writing, nor is the requestor required to provide any identifying information or an explanation as to why the request is being made. For those who wish to make a written request, you may complete and submit this form to 313 S. Bloxham Ave., Tavares, FL 32778. Otherwise, please contact us at (352) 343-9770 or by email at [PublicRecordsRequest@lakecountyclerkfl.gov](mailto:PublicRecordsRequest@lakecountyclerkfl.gov).

The request must be clear enough to enable us to identify the records requested. We may ask clarification questions in order to respond to the request fully and in a timely manner.

Pursuant to Section 119.07, Florida Statutes, I hereby request the following records for which I believe the Clerk of the Circuit Court and Comptroller of Lake County, Florida is the custodian.

Name of Requestor: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Select the following types of records that most relate to what you wish to request:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Audit Report      | <input type="checkbox"/> Board Actions      | <input type="checkbox"/> Board Minutes      |
| <input type="checkbox"/> Financial Records | <input type="checkbox"/> Marriage Licenses  | <input type="checkbox"/> Official Records   |
| <input type="checkbox"/> Personnel Records | <input type="checkbox"/> Purchasing Records | <input type="checkbox"/> Technology Records |
| <input type="checkbox"/> Tax Deeds         | <input type="checkbox"/> Other: _____       |   |

Description: (Be as specific as possible. Include names, dates, documents etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request my record(s) in the following format (select one): ☐ Paper Copy ☐ Email/Electronic ☐ Certified Copy

In making this request, I understand that the Clerk of the Circuit Court and Comptroller is under no obligation to create a document to satisfy my request, nor to consider this a continuing request for future records. I further understand that the records will be released only in accordance with Chapter 119 Florida Statutes.

If we determine that a special service charge will be applied for extensive use of information technology resources, or extensive clerical or supervisory assistance, a written estimate of charges will be provided to the requestor.

Receipt of a deposit will also be required prior to completing such requests.

Email addresses are public records. If you do not want your email address released in response to a public records request, you may make your request via phone, letter, or in-person.