



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

OFFICIAL RECORDS ORDER FORM

This form is provided for your convenience to request copies of documents from the Official Records. Please mail completed forms to the Official Records Division at the address above, along with a self-addressed, stamped envelope and a check or money order made payable to: Gary J. Cooney, Clerk of Court & Comptroller.

Name: _____ Address: _____

Phone Number: _____ City, State, & Zip: _____

Email Address (for electronically certified document order): _____

Instrument No.	Book	Page(s) Beg/End No.	Total No. of Pages (\$1 per page)	Party Name(s)	Document Type	No. of Copies Needed	Subtotal (\$)	Certify per Document \$2.00 paper / \$8.00 electronic	Total (\$)

Postage & Handling:
Total Due:

Copy charge: \$1.00 per page.

Certification charge: \$2.00 per document (paper) / \$8.00 per document (electronic)