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# 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.LakeCountyClerk.org](http://www.LakeCountyClerk.org)

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To obtain a search of Lake County court records on file with this office, please follow the procedure outlined below:

- **Your request will result in a search of Lake County, Florida cases only.** Cases in any other county or state will not be searched.
- Complete the enclosed form and submit it to: Records Searches, Clerk of the Circuit Court, P.O. Box 7800, Tavares, FL 32778, or bring it to the Lake County Courthouse, 550 W. Main St., East Wing, First Floor, Tavares, FL 32778.
- Record search requests may also be emailed to [courtrecordssearch@lakecountyclerk.org](mailto:courtrecordssearch@lakecountyclerk.org).
- Provide a self-addressed, stamped envelope if requesting return of the results via U.S. Mail. If requesting a faxed reply, provide fax number and payment for same. If requesting an email reply, provide email address.
- **Payment must be received before search will be completed.** Charges will be assessed unless proof of exemption per Florida Statute is provided with request.

Search: \$2.00 per calendar year, per name

Fax transmission: \$1.00 per search

Include postage or self-addressed, stamped envelope

- Make checks payable to: **Gary J. Cooney, Clerk**
- **Allow seven to ten business days to receive results.**
- Juvenile records are confidential and can only be released to the individual searched or their legal guardian, with picture identification.

Your compliance with this procedure is appreciated. If you should have any questions, please contact the records search clerk at (352) 742-4336.

The Lake County Clerk's office has a website with court records available at [www.lakecountyclerk.org](http://www.lakecountyclerk.org).

***This search will not disclose records that are confidential or have been sealed or expunged. If the search is for civil actions, only the name is used as an identifier, as civil records do not normally contain Social Security Number, date of birth, or gender.***



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## RECORDS SEARCH REQUEST

Your request will result in a search of records in Lake County, Florida only. **PLEASE ALLOW SEVEN TO TEN BUSINESS DAYS TO RECEIVE RESULTS.**

Last: \_\_\_\_\_

First: \_\_\_\_\_

Middle: \_\_\_\_\_ Gender: \_\_\_\_\_

Other name/maiden/aka: \_\_\_\_\_

*(add additional payment of \$2.00 per year)*

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth (mm-dd-yyyy): \_\_\_\_\_

### LAKE COUNTY RECORDS TO BE SEARCHED:

Criminal       Traffic       Civil       Probate       Juvenile\*

**\*Juvenile records are confidential and can only be released to the individual searched, or their legal guardian. Picture Identification Required.**

Total number of years to be searched (count each year): \_\_\_\_\_ Calendar year: \_\_\_\_\_ through \_\_\_\_\_

Additional information being requested:  Background Check  Case Numbers Only  Disposition  Copies  
 Other: \_\_\_\_\_

Requested by: \_\_\_\_\_

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

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

City / State / Zip Code: \_\_\_\_\_

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

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

Return results by:  Email  Fax  Pick-up at the Courthouse  U.S. Mail

### **COSTS FOR RECORD REQUESTS:**

Search Costs:	Delivery Costs:	Copy Costs:
<ul style="list-style-type: none"> <li>\$2.00 per name per calendar year. Example: If a record check is requested for 5 years on one individual, the cost would be a total of \$10.00; if a record check is requested for 5 years on one individual with two names, (e.g. a married and a maiden name), the cost would be a total of \$20.00.</li> </ul>	<ul style="list-style-type: none"> <li>Email: No cost</li> <li>Pick-up: No cost</li> <li>U.S. Mail: No cost. Must include a self-addressed stamped envelope with request.</li> <li>Fax: \$1.00 per search</li> </ul>	<ul style="list-style-type: none"> <li>\$1.00 per page for printed copies.</li> <li>\$2.00 per page for certified copies.</li> </ul>