**REQUEST FOR CRIMINAL RESEARCH**

Customer:  Walk In  Fax  Email

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PRINT. Upon completion, please fax to (904) 819-3666, email to [felony@stjohnsclerk.com](mailto:felony@stjohnsclerk.com), mail or drop off this request at 4010 Lewis Speedway, St Augustine, FL 32084. You will be notified in approximately 3-4 days via email or phone as to the status of your request. Payment must be received before copies are made.

The following information is required by the Clerk’s Office to conduct a records search. Please visit the online court records search at [www.stjohnsclerk.com](http://www.stjohnsclerk.com), where you may view and print records without charge.

Full Name of Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Court Case Number *if known*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Charge(s) *if known*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Charge *if known*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to the above, please complete the following items where appropriate. List each type of document you are requesting, i.e. Judgment, Arrest Report, etc.:

|  |  |  |
| --- | --- | --- |
| Document | # of Copies | Certified |
|  |  | Yes |
|  |  | Yes |
|  |  | Yes |
|  |  | Yes |
|  |  | Yes |
|  |  | Yes |

**FEES:** The Clerk of Courts is required to charge a service fee for furnishing this information and costs are in accordance with Florida Statutes 28.24 and are listed below.

* Copies of documents - $1.00 per page
* Certifying copies - $2.00 per document

Please complete the following so we may contact you as to the total costs for this request and when the documents will be available. For additional information or assistance, contact us at (904) 819-3618.

Individual requesting information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_