

REQUEST FOR RESEARCH

Customer: Walk In Fax Email

Date: _____

PLEASE PRINT. Upon completion, please fax to (904) 819-3692, email to records@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, 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, :

Document	# of Copies	Certified
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> 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) 819-3632.

Individual requesting information: _____

Address: _____

Email: _____ Phone: _____