

Locating Official Records

What are Official Records? Official Records can be several different types of documents. In the State of Florida, Official Records are defined as those instruments required or authorized to be recorded in one general series called "Official Records" at the county level. Document types you might find in an Official Records Search may include, but are not limited to: Affidavits, Agreements, Assignments, Bonds, Certificates, Certified Copies of Court Judgments, Declaration of Condominium, Court Paper, Death Certificate, Deed, Easement, Financing Statement, Judgment, Lien, Lis Pendens, Marriage Record, Military Discharge, Modifications, Mortgage, Notices, Orders, Partial Releases, Plat Related, Power of Attorney, Probate Documents, Releases, Restrictions, Satisfactions, Terminations and Transfers.

You can search for Official Records using the following criteria:

- Last Name
- First Name
- Middle Name
- Company Name
- County
- State
- Filing Date Range

NOTE: Please click on the coverage area icon to see if we cover the County in which you wish to search.

Results vary but may return the following information: Grantor, Grantee, Document Type, Date Filed, and Location.

For no additional charge, you may run the following report:

Official Record Report—Results vary but may return the following information: Grantor, Grantee, Document Type, Date Filed, Location, Instrument Filing Number, Description, Document Pages, Book Type, Book Number, Page Number, Consideration Amount, Transfer Amount, Mortgage Amount, Intangible Tax Amount, Execution Date,

Amendment, Prior Book Type, Prior Document Number, Prior Document Type, Prior Book Number, Prior Page Number.

Quick Start

First, try to find an Official Record using one or more of the following search techniques:

1. **Search by Name or Company Name.** You can also use a partial first name.
2. **Search by Name or Company Name and State.** This returns records for the listed name within the specified State.
3. **Search by Name or Company Name, State and County.** This returns records for the listed name within the specified State and the county in which the official record has been filed.
4. **Search by Name or Company Name and Filing Date Range.** This returns records for the listed name within the specified filing date range.
5. **Search by Name or Company Name, County, State and Filing Date Range.** This returns records for the listed name within the specified county and within the requested filing date range.

Helpful Search Tips

SEARCH BY LAST NAME

On the **Official Records** Link within the **Courts** menu, type the Subject's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

REFINE A NAME SEARCH

Adding criteria, such as first name, middle name, or middle initial refines a search. Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

SEARCH BY COMPANY

On the **Official Records** Link within the **Courts** menu, type the name of the Company in the **Company Name** field, and then CLICK on the Search button. You may also type any part of the Company's name, and all records containing that information will be produced. This returns records belonging to that Company. If more records are returned than practical to review, refine your search as described below.

NARROW LIST OF RESULTS

If a list of results is displayed but more records were returned than are practical to review, try narrowing the list of results by adding search criteria. We recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** -If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **Middle Name or Initial** -If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.
3. **State** -If your results return multiple listings with the same first and last name from multiple states, add the state in which you believe the Official Record was filed.
4. **County** -If your results return multiple listings with the same first and last name within a single state, add the County.

5. **Filing Date Range** – If your results return multiple listings with the same first and last name

EXPAND LIST OF RESULTS

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial).

FIND A RECORD IN THE DISPLAYED LIST

Identify the number of unique individuals by examining the information listed. Examine the records to determine if the displayed information fits what is known about the Subject. CLICK on the icon on the right to display the complete record on the selected individual.

ICON LEGEND



Official Records Report – This icon can be found on the far right of the search results. The ***Official Records Report*** provides detailed, comprehensive, Official Records information on the subject or company. Click this icon to run the Official Records Report.