

**Request for Record Search
Misdemeanor Department
501 West Adams Street, Room 1223
Jacksonville, Florida 32202**

REQUIRED INFORMATION TO COMPLETE A RECORD SEARCH

NAME OF INDIVIDUAL

Full name together with any alias name(s) used.

DATE OF BIRTH

Month, day and year for each name given including any alias name(s)

EXTENT OF SEARCH

Number of years to be searched

FEE SCHEDULE: A search fee of \$1.50 per year is assessed by the Clerk's Office.

REQUIRED INFORMATION TO OBTAIN COPIES OF DOCUMENTS

NAME OF INDIVIDUAL

Full name together with any alias name(s) used

DATE OF BIRTH

Month, day and year for each name given including any alias name(s)

**MISDEMEANOR CASE NUMBER AND/OR STATE ATTORNEY NUMBER AND/OR
JAIL OFFENDER NUMBER – If known**

FEE SCHEDULE

Documents...\$1.00 per page

Certification...\$1.50 per page

Upon receipt of your request, a search will be performed. Once the search has been completed, you will be notified by return mail as to the cost and type of payment accepted by the Clerk (Cashier's check or Money Order payable to the Clerk of the Court). When the Clerk has received your payment, the requested information will be promptly forwarded.