REQUEST FOR CONFIDENTIALITY
INSTRUCTION SHEET

1. Complete, in its entirety, all applicable areas of the Request for Confidentiality form.
    1. The first section deals with the designation that allows for the confidentiality. A category must be chosen.
    2. Print legibly or type the remainder of the information areas requested.
    3. Be careful to mark any areas that do not apply with a line or "NA" for not applicable.
    4. If the request accompanies a document to be recorded, specify the information on each page that must be removed.
    5. If this is a prior recorded document or documents, and provide a detailed description and title of each document, including the OR Book and Page number for each page of that document and the specific information on that page that must be removed. **(You are responsible for locating any prior recorded document(s) and supplying this information.)**
2. Sign and date the form before a Notary Public.
3. The Notary Public must complete the bottom portion of the form in its entirety.
4. Return this form to the Official Records Department; Drawer CC-8; P.O. Box 9000; Bartow, FL 33831-9000.
5. The process will be completed within two weeks.
6. Should you wish verification that this process has been completed it will be your responsibility to pull and view the document(s).

The Clerk of Courts, Official Records Department, is not responsible for copies of documents previously disbursed in any media.