

Donald C. Spencer
Santa Rosa County Clerk of the Circuit Court
6865 Caroline St.
Milton, FL 32570
Phone (850) 981 - 5570
Fax (850) 983 - 2635

REQUEST FOR RECORDS

NAME: _____

ADDRESS: _____

TELEPHONE: _____

REQUEST FOR (SUBJECT): _____

*****NOTE: SERVICES RENDERED UPON PAYMENT*****

-Form below to be completed by Clerk-

DATE RECEIVED: _____ DATE FURNISHED: _____

TIME RECEIVED: _____ TIME FURNISHED: _____

REQUEST: _____ QTY. _____ x _____ = _____

REQUEST: _____ QTY. _____ x _____ = _____

REQUEST: _____ QTY. _____ x _____ = _____

REQUEST: _____ QTY. _____ x _____ = _____

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TOTAL CHARGE: \$ _____

PAID BY: CHECK \$ _____

CASH \$ _____

EMPLOYEE / DEPARTMENT PROVIDING ASSISTANCE