

Mary Johnson  
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 \_\_\_\_\_ = \_\_\_\_\_

TOTAL CHARGE: \$ \_\_\_\_\_

PAID BY: CHECK \$ \_\_\_\_\_

CASH \$ \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE / DEPARTMENT PROVIDING ASSISTANCE