

REQUEST FOR REDACTION OF EXEMPT PERSONAL INFORMATION FROM NON-COURT PUBLIC RECORDS OF THE MANATEE COUNTY CLERK OF COURT AND COMPTROLLER

*PLEASE NOTE: This form only applies to **non-court** records held by the Manatee County Clerk of the Circuit Court and Comptroller. Redaction requests for exempt personal information held by any other governmental agency must be addressed directly to that agency. Redaction requests for court records are governed by the Florida Rules of Judicial Administration. Please see those Rules if you are trying to redact information in court records.*

I request that exempt personal information be redacted from the non-court public records maintained by the Manatee County Clerk of the Circuit Court and Comptroller, because I am:

- Current/former government agency employee in the category checked below
- Spouse of a current/former government agency employee in the category checked below
- Child of a current/former government agency employee in the category checked below
- Protected individual requesting redaction in the category checked below

NOTE: Grantor, grantee, or party names cannot be removed unless they contain the street address

Check all that apply:

- Victim of violent crime [FS 119.071(2)(j)1]**
Required: Official verification crime has occurred
- Victim of an incident of mass violence [FS 119.071(2)(o)]*
- Law enforcement officers or civilian staff, correctional and correctional probation officers [FS 119.071(4)(d)2.a.]
- Dept of Children and Family investigator of child abuse or neglect [FS 119.071(4)(d)2.a.]
- Dept of Health investigator of child abuse or neglect [FS 119.071(4)(d)2.a.]
- Dept of Revenue or local government child support collection/enforcement personnel [FS 119.071(4)(d)2.a.]
- Nonsworn investigative personnel of the Florida Department of Financial Services [FS 119.071(4)(d)2.b.]
- Nonsworn investigative personnel of the Office of Financial Regulation's Bureau of Financial Investigations [F.S. 119.071(4)(d)2.c.]
- Firefighter [FS 119.071(4)(d)2.d.]
- Justice or judge [FS 119.071(4)(d)2.e.]
- State attorney and ASAs [FS 119.071(4)(d)2.f.]
- Statewide prosecutor and asst statewide prosecutors [FS 119.071(4)(d)2.f.]
- General or Special Magistrate [FS 119.071(4)(d)2.g.]
- Judge of Compensation Claims, Administrative Law Judge [FS 119.071(4)(d)2.g.]
- Child Support Hearing Officer [FS 119.071(4)(d)2.g.]
- Local govt. or water mgt. district human resources manager/assistant manager [FS 119-071(4)(d)2.h.]
- Code enforcement officer [FS 119.071(4)(d)2.i.]
- Guardian ad litem [FS 119.071(4)(d)2.j.]
- Juvenile probation/detention officer, house parent, therapy provider, counselor and their supervisors [FS 119.071(4)(d)2.k.]
- Public Defender and APDs [FS 119.071(4)(d)2.l.]
- Criminal conflict counsel and civil regional counsel [FS 119.071(4)(d)2.l.]
- Dept of Business Regulation investigators and inspectors [FS 119.071(4)(d)2.m.]
- Tax collectors (current only) [FS 119.071(4)(d)2.n.]
- Dept of Health personnel involved in eligibility, investigation, prosecution, and inspection [FS 119.071(4)(d)2.o.]
- Impaired practitioner consultants retained by an agency [F.S. 119.071(4)(d)2.p.]
- Emergency medical technician or paramedic [FS 119.071(4)(d)2.q.]
- Employees in an agency's office of inspector general or internal audit department whose duties include auditing or investigating potential criminal or disciplinary activities [FS 119.071(4)(d)2.r.]
- Addiction treatment facility director, manager, supervisor nurse, or clinical employee [FS 119.071(4)(d)2.s.]*
- Child advocacy center director, manager, supervisor, clinical employee of [FS 119.071(4)(d)2.t.]
- Domestic violence center current or former staff and advocates [FS 119.071(4)(d)2.u.]
- U.S. Attorney and AUSAs [FS 119.071(5)(i)1.]*

- U.S. Judge or U.S. Magistrate [FS 119.071(5)(i)1.]*
- Public guardians and employees with fiduciary responsibilities [FS 744.21031]
- Private Investigative, Private Security, and Repossession Services- Class "C", "CC", "E", "EE" Security Licensee [FS 493.6122]

- Victim of Domestic Violence participating in the Address Confidentiality Program [FS 741.465]

*Names of spouse/children for marked individuals are not exempt

**Information exempt for 5 years after written request and is renewable upon written request

PLEASE HELP US WITH YOUR REQUEST BY PRINTING LEGIBLY

REQUESTOR CONTACT INFORMATION

(In case we have questions or need more information)

Printed Name: _____

Telephone Number: _____ Email address: _____

INFORMATION YOU ARE ASKING TO BE REDACTED

(Not all requests can be honored, as Florida law governs what redactions the Clerk can make)

•Name/Former Name(s) to be redacted: _____

•Home Address(es) (includes physical address, mailing address, and street address):

Address City State Zip Code

Address City State Zip Code

•The following additional address information:

- legal property description
- GPS coordinates
- parcel identification number: _____
- plot identification number: _____
- neighborhood name and lot number: _____

•Telephone Number(s): _____

•Social Security No. (only list the last 4 digits): XXX-XX-_____

•Date of Birth: _____

•Names of spouse and/or children to be redacted** _____

•Place(s) of Employment: _____

•Name(s) and Location(s) of Schools and Day Care Facilities attended by children:

Name of School/Day Care Facility Street Address City/State

Name of School/Day Care Facility Street Address City/State

•Personal assets (*crime victim*): _____

•If you are requesting that a photograph be redacted, please attach a comparable photograph to this request

WARNING: There may be consequences to redacting information on a public record, which is a risk undertaken by the requestor. Only the documents identified by the requestor will be redacted. Once redaction is requested and completed, future redactions require an additional redaction request. **However, grantor, grantee, or party names cannot be removed, unless the street address is included in the name, such as in a Trust or LLC., in which case the county recorder must remove the street address portion from display. [Florida Statute 28.2221(2)(b)]

PUBLIC RECORD: This form is itself a public record. If a copy of it is requested, all exempt information contained in this form will be redacted.

DOCUMENTS TO BE REDACTED

As a result of my own, personal review of the non-court public records of the Manatee County Clerk of the Circuit Court and Comptroller (“Clerk”), I hereby request that the foregoing exempt personal information be redacted from the following document(s) according to Florida law. I understand that the redacted document(s) will be available to the public, unless otherwise required by Florida law or ordered by a court of competent jurisdiction. I further understand that unredacted documents may have been viewed, disseminated, or obtained prior to my request.

Instrument Number	Book	Page	Document Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Documents Other Than Official Records _____

RELEASE TO GOVERNMENTAL AGENCIES: An unredacted version of these documents will be provided to the Property Appraiser and Tax Collector to allow them to perform their governmental duties and responsibilities. To redact information held by the Property Appraiser or the Tax Collector you must make a written request to those agencies directly under Florida Statute 119.071(4)(d)(4). To redact information complete a Request to Release Redacted Information on Recorded Documents form.

RELEASE FOR TITLE SEARCHES: An unredacted version of these documents may be provided to title insurers, agents or agencies and attorneys conducting title searches as authorized in Florida Statute 28.2221(6)(b). Notice of any title search release will be sent to the most recent address on the recorded documents on the redaction request provided by the requestor.

COURTESY NOTICE – RELEASE OF PRIOR REDACTIONS:
If you have previously requested protection of a home address that is no longer your residence, you are required by Florida law to submit a written, notarized request to release the removed information. Please ask the Clerk or Recorder for the Release form. Releases for other Florida counties must be submitted directly to that county.

CERTIFICATION AND AGREEMENT

I understand and agree: that this form is a public record, and, if a copy is requested, exempt personal information contained herein will be redacted; that the Clerk will only perform the redactions that I am entitled to under Florida law and only on those documents that I have specifically listed above; that no redactions will be performed on any other public records that have been filed with the Clerk in the past or will be filed with the Clerk in the future unless I submit another request specifically listing those non-court public records; that there may be consequences to redacting information from a public record and that I will seek advice from an attorney regarding possible consequences of the requested redactions; and to release, hold harmless, and indemnify the Clerk and its employees for any injuries, losses, claims, or damages that arise from or are in any way related to this request.

Under penalties of perjury, I swear or affirm that I am lawfully entitled to request these exemptions based upon my eligibility as a qualified person under Florida law or my status as the current spouse or child of a qualified person under Florida law.

Signature: _____ Date: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization on (date) _____, 20____, by _____, who is personally known to me or produced _____ as identification.

(Seal)

NOTARY PUBLIC or DEPUTY CLERK
(Print, type or stamp commissioned name of notary or deputy clerk)

Internal use only (initial and date):
Request received by _____ on _____
Document redaction completed by _____ on _____ and verified by _____ on _____
OR Index redaction completed by _____ on _____ and verified by _____ on _____
Requestor notified that redactions completed by _____ on _____