

## 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:

- A qualified person under Florida law pursuant to the statute(s) checked below.
- The current spouse of a qualified person under Florida law pursuant to the statute(s) checked below.
- The child of a qualified person under Florida law pursuant to the statute(s) checked below.

### Check all that apply:

- Victim of violent crime [FS 119.071(2)(h)1]
- Sworn or civilian law enforcement officer, incl. correctional and correctional probation officers [FS 119.071(4)(d)2.a.]
- Dept of Children and Family investigator [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.a.(V)]
- Firefighter [FS 119.071(4)(d)2.c.]
- Justice or judge [FS 119.071(4)(d)2.d.]
- State attorney and ASAs [FS 119.071(4)(d)2.e.]
- Statewide prosecutor and asst statewide prosecutors [FS 119.071(4)(d)2.e.]
- General or Special Magistrate [FS 119.071(4)(d)2.e.]
- Judge of Compensation Claims, Administrative Law Judge [FS 119.071(4)(d)2.e.]
- Child Support Hearing Officer [FS 119.071(4)(d)2.e.]
- Human resources manager/assistant manager [FS 119.071(4)(d)2.g.]
- Labor or employee relations manager/assistant manager [FS 119.071(4)(d)2.g.]
- Code enforcement officer [FS 119.071(4)(d)2.h.]
- Guardian ad litem [FS 119.071(4)(d)2.i.]
- Juvenile probation/detention officer, house parent, therapy provider, counselor and their supervisors [FS 119.071(4)(d)2.j.]
- Public Defender and APDs [FS 119.071(4)(d)2.k.]
- Criminal conflict counsel and civil regional counsel [FS 119.071(4)(d)2.k.]
- Dept of Business Regulation investigators and inspectors [FS 119.071(4)(d)2.k.]
- Tax collectors (current only) [FS 119.071(4)(d)2.l.]
- Dept of Health personnel involved in eligibility, investigation, prosecution, and inspection [FS 119.071(4)(d)2.m.]
- Impaired practitioner consultants retained by an agency [F.S. 119.071(4)(d)2.n.]
- Emergency medical technician or paramedic [FS 119.071(4)(d)2.o.]
- 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.p.]
- U.S. Attorney and AUSAs [FS 119.071(5)(i)1.]
- U.S. Judge or U.S. Magistrate [FS 119.071(5)(i)1.]
- Member of US Armed Forces, reserve, or National Guard, who served after 9/11/01 [FS 119.071(5)(k)1.]
- 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]

**PLEASE HELP US WITH YOUR REQUEST BY PRINTING LEGIBLY**

**YOUR 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) (Do NOT include P.O. Boxes):

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Street Address City State Zip Code

•Telephone Number(s): \_\_\_\_\_

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

•Date of Birth: \_\_\_\_\_

•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

\_\_\_\_\_  
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

**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: \_\_\_\_\_

**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; 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: \_\_\_\_\_

**Notary or Deputy Clerk Acknowledgment**

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced identification in the form of \_\_\_\_\_.

(Seal) \_\_\_\_\_  
Notary Public

**OR**

(Seal) \_\_\_\_\_  
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 \_\_\_\_\_