# **PUBLIC RECORDS**

# **EXEMPT PERSONAL INFORMATION**

## **& PROPERTY FRAUD**

AS OF 07/02/2025



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### **Request To Redact Exempt Personal Information**

#### **General Guidelines**

To help ensure the confidentiality of your protected information in the Official Records, Court Records, Hillsborough County Property Appraiser, Hillsborough County Tax Collector, and general web searches, we would like to provide you with information that will assist in protecting your information.

### Clerk of Circuit Court & Comptroller Official Records/Non-Court Documents:

#### (From Revised: September 22, 2021, FCCC Best Practice)

**Types of non-court documents:** Redaction requests apply to non-court documents in every department of the Clerk's office, not just to documents recorded in the Official Records. Therefore, redaction requests should be distributed to all departments that house documents identified on the redaction request. If a court document is placed in the records of a department of the Clerk's office that is not a court division, then the record is treated like a non-court record. For example, a judgment or order that is recorded in Official Records or placed in an employee's personnel file is subject to the exemptions for non-court records under Chapter 119, F.S.

**Statutes: Sections 119.071(2), 119.071(4), 119.071(5) and s. 744.21031, F.S.**, specifies which Individuals are eligible to request redaction or removal of personal information, and what type of information is eligible for redaction. Subsection (2) applies to victims of certain violent crimes for 5 years. Subsection (4)applies to certain state and local government employees and their families. Subsection (5) applies tocertain other public employees, such as federal judges and prosecutors. Section 744.21031, F.S., appliesto public guardians. Section 28.2221, F.S., governs electronic access to Official Records.

**Requestor must identify documents and information:** The person making the request must identify the documents and information to be redacted. The requestor should be advised that the request applies only to documents actually listed, and not to unlisted documents or documents received by the Clerk's office at a later date. For those documents, the requestor should submit additional requests.

**One request per individual:** It is recommended a separate redaction request be submitted for each person seeking redaction; however, there is no statutory requirement for separate requests. Similarly, if you are requesting the release of a prior redaction, it

is recommended. For example, a law enforcement officer, his or her spouse and his or her children are all entitled to redaction. Though individual requests for the officer, the spouse, and each child are recommended, if a child is younger than 18, only the officer or the spouse is required to sign the child's request and the statutory language supports a qualified person signing a spouse's request if the statute authorizes redaction of a spouse's information (the same applies when a release of a prior redaction is being made).

See the <u>Request for Redaction of Exempt Personal Information from Non-</u> <u>Judicial Public Records</u> form on pages 5 – 8.

#### REQUEST FOR REDACTION OF EXEMPT PERSONAL INFORMATION FROM NON-JUDICIAL PUBLIC RECORDS

I request to have exempt personal information removed from records maintained by the Hillsborough County Clerk of the Circuit Court and Comptroller's Office.

- 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

#### Statutory Basis for Removal:

- □ Victim of violent crime [FS 119.071(2)(j)1]\*
- Victim of an incident of mass violence [FS 119.071(2)(0)]\*
- Law enforcement officers or civilian staff, 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.]
- □ Florida Department of Financial Services investigative personnel [FS 119.071(4)(d)2.b.]
- Office of Financial Regulation's Bureau of Financial Investigations investigative personnel [F.S. 119.071(4)(d)2.c.]
- □ Firefighter [FS 119.071(4)(d)2.d.]
- □ Justice, judge or judicial assistants [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.]
- Local Govt. or Water Mgt. District Labor or employee relations 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.]
- D 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)2.0.]
- □ 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.]
- Agency inspector general office or internal audit department employees with auditing or potential criminal investigating or disciplinary duties [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 [F.S. 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]
- □ Military Personnel [F.S. 119.07(5)(k)]
- Florida Gaming Control Commission Commissioners [F.S. 119.071(4)(d)2.x]
- County and City Attorneys [119.071(4)(d)2.w]
- Clerks of Court, Deputy Clerks, or personnel [119.071(4)(d)2.y]
- Congressional member or public officer [119.071(4)(d)2.z]

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

#### **REQUESTOR CONTACT INFORMATION**

Printed Name:

Telephone Number: \_\_\_\_\_Email address:

#### **INFORMATION TO BE REDACTED**

Address where I (or qualifying spouse or child) reside (physical, mailing, or street address):

The following additional address information for address where I reside:  $\Box$  legal property description (consider title implications),  $\Box$  parcel identification number,  $\Box$  plot identification number,  $\Box$  neighborhood name and lot number,  $\Box$  GPS coordinates,  $\Box$  other description property information that may reveal home address:

Telephone Number(s) \_\_\_\_\_

□ Social Security Number (**do not list SSN**) / □ Date of Birth: \_\_\_\_\_

□ Names of spouse and/or children to be redacted: \*\*

Place(s) of Employment/Location:

Name and Location of School/Daycare Facility of child):

Personal assets (crime victim): \_\_\_\_\_\_

**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. F.S. 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

The following section is to be completed during or after a visit to the Hillsborough County Clerk's Office at 419 Pierce Street, Room 140, Tampa FL, 33602.

As a result of my review of the Official Records of the Hillsborough County Clerk's Office, I hereby agree the Hillsborough County Clerk's Office staff has my permission to modify a copy of the following documents in accordance with FS 119.071. I understand that only the modified copy will be made available to the public, unless otherwise ordered by a court of competent jurisdiction, except as shown below.

Instrument Number	Book	Page	Document Title
		·	

**Documents Other Than Official Records:** (Note: redactions to <u>court</u> records must be made under Fla. R. Jud Admin 2.420 either by a Notice of Confidential Information if one of the authorized 23 items or by motion and order if not on the list of 23.)

**RELEASE TO GOVERNMENTAL AGENCIES**: an un-redacted 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 Section 119.071(4)(d)(4). To redact information held by the Property Appraiser call 813-272-6100 or by the Tax Collector call 813-635-5200. If you wish to release your information to other individuals or entities, please complete a Request to Release Redacted Information on Recorded Documents form.

**RELEASE FOR TITLE SEARCHES:** an un-redacted version of these documents may be provided to title insurers, agents or agencies and attorneys conducting title searches as authorized in section 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.

#### **RELEASE OF PRIOR REDACTIONS:**

If you have previously requested protection of a home address that is no longer your residence, you are required by law to submit a written, notarized request to release the removed information. Please indicate any prior documents that include removed information that must be restored\*:

Instrument Number	Book	Page	Document Title

\*Releases for other counties must be submitted directly to that county.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true.

Signature:	Date:

Job Title of Qualifying Individual Requesting Redaction (for exemptions where current/former agency employment is required):

Employing Agency of Qualifying Individual Requesting Redaction (for exemptions where current/former agency employment is required): \_\_\_\_\_\_

STATE OF FLORIDA
COUNTY OF \_\_\_\_\_

Signed on \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of $\Box$ physical pr	resence or 🗖 online
notarization on (date)	, 20
by (affiant name)	

Individual identified by: 
Personal Knowledge 
Satisfactory Evidence,

Туре\_\_\_\_\_

NOTARY PUBLIC

{Print, type, or stamp commissioned name of notary}

Please complete this form and deliver it in person, by mail, by email, or facsimile:

Location Clerk of the Circuit Court Recording Department 419 Pierce Street, Room 140 Tampa, FL 33602 Fax Number: (813) 276-2114 Email: <u>Recording@hillsclerk.com</u> Mailing Address Clerk of Circuit Court Attn: Recording Department P.O. Box 3249 Tampa, FL 33601

### **Court Records**

#### Florida Rules of Judicial Administration 2.420

The redaction of judicial branch and court records is governed by the Florida Rule of General Practice and Judicial Administration ("FRGP&JA")2.420. FRGP&JA contains, among other things, twenty-five ("25") items that are mandatorily required to be maintained as confidential.

In Opinion SC20-1765, the Florida Supreme Court amended Rule 2.420 requiring the filer to be solely responsible for identifying confidential information in small claims, county civil and circuit civil court documents.

#### All filers of documents to court files must:

Redact the information themselves before filing the document; or, File a "Notice of Confidential Information Within a Court Filing", if the information the filer seeks to be made confidential is one of the "25". However, if the information sought to be made confidential is not one of the "25", then the filer must file a "Motion to Determine Confidentiality of Court Records" under FRGP&JA 2.420(d)(3)."

File a Notice of Confidential Information when records contain social security numbers, bank account numbers or other confidential information, as reflected by the "25" within Florida Rule of General Practice and Judicial Administration 2.420. The Notice of Confidential Information must identify the type of information to be redacted and all page numbers containing that information. This includes exhibits attached to court filings.

Note, pursuant to the Florida Supreme Court Opinion 20-1128 adopting Florida Rule of General Practice and Judicial Administration 2.423, Criminal and juvenile delinquency court filings that contain confidential crime victim information must be accompanied by a Notice of Confidential Crime Victim Information within Court Filing (Marcy's Law).

See the Notice of Confidential Information within Court Filing form on pages 9 and 10 and the Notice of Confidential Crime Victim Information within Court Filing on pages 11 and 12.

#### See the <u>Notice of Confidential Information within Court Filing</u> form on pages 10 and 11 and the <u>Notice of Confidential Crime Victim Information Within</u> <u>Court Filing</u> on pages 12 and 13.

#### IN THE CIRCUIT/COUNTY COURT OF THE THIRTEENTH JUDICIAL CIRCUIT, IN AND FOR HILLSBOROUGH COUNTY, FLORIDA

Case Number: \_\_\_\_\_

Division:

VS

Defendant/Respondent

#### NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Under Florida Rule of General Practice and Judicial Administration 2.420(d)(2), I certify:

$\Box$ (1) I am filing the attached docu	ment containing confide	ential information as described	in Rule
2.420(d)(1)(B) and that:			

- (a) The title/type of document is \_\_\_\_\_, and:
- (b) the entire document is confidential, or

the confidential information within the document is precisely located at:

#### OR

(2) A document was previously filed in this case that contains confidential information as described in Rule 2.420(d)(1)(B), but a Notice of Confidential Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the clerk of the court. I hereby notify the clerk that this confidential information is located as follows:

(a) Title/type of document:	;
(b) Date of filing (if known):	;
(c) Date of document:	;
(d) Docket entry number:	;
(e) Entire document is confidential, or	
Precise location of confidential information in document:	

Filer's Signature

#### **CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of the foregoing was furnished by e-mail delivery mail fax on (All parties and Affected Non-Parties. Note: If the name or address of a Party or Affected Non-Party is confidential DO NOT include such information in this Certificate of Service. Instead, serve the State Attorney or request Court Service. See Rule 2.420(k)

, on	, 20
Name:	
Address:	
Phone:	
Florida Bar No. (if a	
E-mail address:	

Note: The clerk of court must review filings identified as containing confidential information to determine whether the information is facially subject to confidentiality under subdivision (d)(1)(B). The clerk must notify the filer in writing within 5 days if the clerk determines that the information is NOT subject to confidentiality, and the records must not be held as confidential for more than 10 days, unless a motion is filed under subdivision (d)(3) of the Rule. Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(2).

#### IN THE CIRCUIT/COUNTY COURT OF THE THIRTEENTH JUDICIAL CIRCUIT, IN AND FOR HILLSBOROUGH COUNTY, FLORIDA

Plaintiff/Petitioner

Case Number: \_\_\_\_\_

Division:

VS

Defendant/Respondent

#### NOTICE OF CONFIDENTIAL CRIME VICTIM INFORMATION WITHIN COURT FILING

Pursuant to Florida Rule of General Practice and Judicial Administration 2.423, I hereby certify:

$\Box$ (1) I am filing a document containing	confidential	crime victim	information as	described in
Rule 2.423(b)(1) and that:				

(a) The title/type of document is \_\_\_\_\_, and:

(b)  $\Box$  the entire document is confidential, or

the confidential information within the document is precisely located at:

#### OR

(2) A document was previously filed in this case that contains confidential crime victim information as described in Rule 2.423(b)(1), but a Notice of Confidential Crime Victim Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the clerk of the court. I hereby notify the clerk that this information is located as follows:

(a) Title/type of document:	;
(b) Date of filing (if known):	;
(c) Date of document:	;
(d) Docket entry number:and either:	;
Entire document is confidential, or	

The precise location of the confidential crime victim information is:

#### **CERTIFICATE OF SERVICE**

I certify that the foregoing document has been furnished to (here insert name or names, addresses used for service, and mailing addresses)

(See Note 1)	by portal e-mail delivery mail on (date).
	Name:
	Address:
	Phone:
	Florida Bar No. (if applicable):

Note 1: If the name or address of a Party of Affected Nonparty is confidential, DO NOT include such information in the Certificate of Service. Instead, serve the State Attorney or request Court Service as described under rule 2.420(k).

E-mail address:

Note 2: The clerk of the court shall review filings identified as containing confidential crime victim information to determine whether the information is facially subject to confidentiality under rule 2.423(d)(6). As provided under rule 2.423(d)(6)(B), the clerk shall notify the filer in writing within 5 days if the clerk determines that the information is not subject to confidentiality, and the records shall not be held as confidential for more than 10 days, unless a motion is filed pursuant to rule 2.420(d)(3).

### **Property Appraiser and Tax Collector**

The property appraiser must update the tax roll based primarily (but not always solely) on recorded documents, ss. 193.114 and s. 196.012(13), F.S. In addition, Clerks must furnish to the respective county property appraisers a daily schedule of recorded deeds and conveyances including the name of the grantor or grantors, the names and addresses of each grantee, and a description of the land as specified in each instrument, including notice that a request for removal of information (redaction) has been made, s. 695.22, F.S.

• The Florida Department of Revenue (DOR) Real Property Guidelines at 6.6 states that "[t]he primary source for [title documents] is the clerk's office in each county, which is responsible for recording and maintaining public records." While in some instances unrecorded conveyances can be used to update the title on the tax roll, for a person to claim a homestead exemption from property taxes on property, their conveyance must be recorded (and the property appraiser must be able to verify it). ss.196.012(13) and 196.031(1)(a), F.S. Because these records are exempt, they can be shared with the property appraiser, who in turn shares with the tax collector, as government agencies using these records for a governmental purpose.

**INFORMATIONAL:** The property appraiser and tax collector who receive a written and notarized request for redaction must remove the name of the individual with exempt status and the instrument number or Official Records book and page number identifying the property with the exempt status from all publicly available records maintained by the property appraiser or tax collector.

See the <u>Florida Department of Highway Safety and Motor Vehicles Public</u> <u>Official, Law Enforcement Agency Personnel, and Others Request to</u> <u>Withhold Personal Information</u> form on pages 15 and the Property Appraiser Request for Confidentiality form on page 16.

### Florida Department of Highway Safety and Motor Vehicles **Public Official, Law Enforcement Agency Personnel and Others Request to Withhold Personal Information**

Section 1: Personal Information for Individual Submitting Request						
Name as It Appears on Driver License (First, Full Middle/Maiden, & Last Name) Date of Birth						
FL DL/ID Number	Street Address	City	State	Zip Code		
Statutory Basis for Exe	emption					

Section 2: Family Member/Members (Spouse/Child) Information		
FL DL/ID Number	Date of Birth	
FL DL/ID Number	Date of Birth	
FL DL/ID Number	Date of Birth	

Section 3: Affirmation				
Under penalty of perjury, I affirm that I qualify for the exemption claimed above pursuant to section				
119.071, Florida Statutes.				
Print/Type/Stamp Requesto	pr's Name	Signature of Requestor		
20, by	subscribed before me this  Produced Identificat			
Notary Public (Print Name)	Notary Public Signatu	re My Commission Expires:	Stamp or Seal	



Telephone: (813) 272-6100 Fax: (813) 272-5519 www.hcpafl.org

#### **Request of Confidentiality**

IN HILLSBOROUGH COUNTY FOR WHICH I HA OR PROPERTY I OWN IN HILLSBOROUGH COU	(print name) request that reveal my home address, including: <b>PROPERTY I OWN</b> <b>VE BEEN GRANTED HOMESTEAD EXEMPTION</b> , <b>UNTY EITHER INDIVIDUALLY OR JOINTLY WITH</b> <b>ANTED HOMESTEAD</b> , <b>BUT FOR WHICH THE TAX</b> <b>S, AS LISTED BELOW</b> .
Property ID Number:	
Name of Owner / Relationship:	
Home Address:	
OFFICE OF EMPLOYMENT	
PHONE NUMBER: Home Wor	kCell
Badge / Certification Number:	(Please attach copy of Employee ID / Badge)
Direct Supervisor's Name and Phone Number:	
<ul> <li>agencies and individuals, including, but not limited to</li> <li>Active or former law enforcement personnel, Correctie</li> <li>Department of Revenue or local government personnel enforcement or child support enforcement</li> <li>Department of Children &amp; Family Services, or Departrinvestigating abuse, neglect, exploitation, fraud, and the Firefighters</li> <li>Judges / Justices of the Supreme Court, District Court</li> <li>Current or former Judges / Magistrate of the United Ste</li> <li>Current or former County and Municipal Code Inspect</li> <li>General Magistrates, Special Magistrates, Judges of C Division of Administrative Hearings and Child Suppor</li> <li>Current or former United States Attorneys and Assista</li> <li>Current or former Juvenile Probation Officers and other Certain personnel of any local government agency or v firing employees, labor contract negotiation, administrative</li> </ul>	onal and correctional probation officers l whose responsibilities include revenue collection and ment of Health, personnel whose duties include heft of Appeal, Circuit Court, County Court ates Courts of Appeal, United States District orneys, Statewide Prosecutors, or Assistant Statewide tors and Code Enforcement Officers ompensation Claims, Administrative Law Judges of the rt Enforcement Hearing Officers nt United States Attorneys S.39.820 er personnel of the Department of Juvenile Justice water management district whose duties include hiring and
Mail to: Hillsborough County Property Appraise Attn: Exemption Department 601 E Kennedy Blvd 15th Floor Tampa FL 33601-4932	or Fax To: 813-276-8946
Signature:	Date:

I hereby verify the above information to be true and correct and that I qualify as personnel as defined in Chapter 119.071(4) (d) 1-6 Florida Statute. I understand that by blocking information, no data regarding my parcel(s) will appear on the Property Appraiser's website.

### **Internet Searches - Personal Information**

#### **Google:**

- 1. Search: Google Help
- 2.Select: Google Search Icon



- 3. Scroll down to Request Removals
- 4. Select "Find, and remove your personal contact info in GoogleSearch results"

Request removals		^
Report a problem		
Personal Content and	d Product Policies, and Removal Requirements	
Support resources fo	or removing explicit or intimate personal images	
Find and remove per	rsonal contact info in Google Search results	
Content removal opti	ions outside of Google Search	

5. Review and follow the instructions applicable to you.

#### Other Websites: Why contact the website owner?

Even if Google deletes the site or image from our search results, the page still exists on the site. This means it can be found through the URL to the site, social media sharing, or other search engines.

Your best option is to contact the website owner because they can remove the page entirely.

Note: If a photo or information shows up in Google search results, it just means that the information exists on the Internet and it doesn't mean that Google endorses it.

#### How to contact a website owner

There are several ways to contact the owner of a site:

- 1.**Contact Us link:** Find a "Contact Us" link or an email address for the website owner. This information is often on the site's homepage.
- 2. Find contact information using Who is: You can perform a Who is (who is?) search for the siteowner using Google. Go to google.com and search for who is www.example.com. The email address to contact the website owner can often be found under "Registrant Email" or "Administrative Contact."
- 3. **Contact the site's hosting company:** The Who is search result usually includes information aboutwho hosts the website. If you're unable to reach the website owner, try to contact the site'shosting company.

# **PROPERTY FRAUD ALERTS**

# STAY ALERT OF POTENTIAL PROPERTY FRAUD

Our office offers a free service to alert property owners when a deed, mortgage, or other land record with their name on it has been recorded into Hillsborough County's official record.



# SIGN UP FOR **FREE** PROPERTY FRAUD ALERTS

PropertyFraudAlert.com/FLHillsborough



