Grant Maloy
Seminole County Clerk of the Circuit Court and Comptroller

Official Records web-user guide
NEW OFFICIAL RECORDS WEB SEARCH URL
https://Recording.SeminoleClerk.org/duprocesswebinquiry

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Searching

Searching by Name

1. Enter in Full Name (Last Name, First Name)
2. Enter a date range to help narrow down your search results or select one of the Date options: Last 7 Days, Last 30 Days, Last 90 Days

3. Press ENTER or Click SEARCH RECORDS.

Searching by Document Information

1. Enter any or all of the following information:
   a. Book Type (If left blank all book types will be searched)
   b. Book & Page Number
   c. Clerk File Number
   d. Any part of the legal
   e. Consideration Range for Sales

2. Press ENTER or Click SEARCH RECORDS.
Viewing Search Results

Search results will automatically appear.

<table>
<thead>
<tr>
<th>Instrument #</th>
<th>Direction</th>
<th>Searched Name</th>
<th>Cross Party Name</th>
<th>Book/Volume</th>
<th>InstrumentType</th>
<th>FileDate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986-262-22</td>
<td>To</td>
<td>ARNOLD, REX</td>
<td>HAMRICK</td>
<td>OFFICIAL RECORDS</td>
<td>DEED</td>
<td>01/17/1986</td>
</tr>
<tr>
<td>1990-262-23</td>
<td>From</td>
<td>ARNOLD, REX</td>
<td>HAMRICK</td>
<td>OFFICIAL RECORDS</td>
<td>MORTGAGE</td>
<td>01/17/1986</td>
</tr>
<tr>
<td>1986-460-08</td>
<td>To</td>
<td>ARNOLD, REX</td>
<td>HAMRICK</td>
<td>OFFICIAL RECORDS</td>
<td>SATISFACTION</td>
<td>01/04/1986</td>
</tr>
<tr>
<td>1986-460-09</td>
<td>From</td>
<td>ARNOLD, REX</td>
<td>HAMRICK</td>
<td>OFFICIAL RECORDS</td>
<td>AFFIDAVIT</td>
<td>01/04/1986</td>
</tr>
</tbody>
</table>

Sorting

Click on any column header to sort by that column. The column sorted will appear in yellow.

Filtering

Key into any column filter to instantly filter the returned results.

Click the funnel icon to clear or adjust the filter. (Clear Filter, Starts & Ends With, Contains, Does Not Contain, Equals, Do Not Equal)
### Grouping

Click a column header and drag it above the results to group by that column.

<table>
<thead>
<tr>
<th>Instrument #</th>
<th>Searched Name</th>
<th>Direction</th>
<th>Cross Party Name</th>
<th>Book/Volume</th>
<th>Instrument Type</th>
<th>File Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988-560672</td>
<td>ARNOLD, REX HAMRICK</td>
<td>From</td>
<td>BARNETT Bnk CENTRAL FL N.A</td>
<td>OFFICIAL RECORDS</td>
<td>MORTGAGE</td>
<td>11/16/1988</td>
</tr>
<tr>
<td>1988-558470</td>
<td>ARNOLD, REX HAMRICK</td>
<td>From</td>
<td>BARNETT Bnk CENTRAL FL N.A</td>
<td>OFFICIAL RECORDS</td>
<td>MORTGAGE</td>
<td>11/08/1988</td>
</tr>
<tr>
<td>1988-468000</td>
<td>ARNOLD, REX HAMRICK</td>
<td>To</td>
<td>ARNOLD, DEBORAH J</td>
<td>OFFICIAL RECORDS</td>
<td>QUIT CLAIM DEED</td>
<td>01/04/1988</td>
</tr>
</tbody>
</table>

Click X next to the column group to remove the group.

### Choose Columns

To adjust which columns are displayed or to hide unwanted columns click the tool icon on the column header. Click Hide to hide the column.

Click **Column Chooser** to view all columns that can be hidden or selected.
Appending New Records to Existing Search
To append new results to the existing results already displayed on the screen, click **Append To Existing Results** instead of clicking Search.

**NOTE:** Both search results will now be displayed in one set of results for filtering.

Previewing Previous Searches (Same Day)
To preview previous searches that were made the same day, click Preview Searches and select the recent search results for viewing.

**Note:** Your current results will be replaced with the preview search results selected.

Exporting Results
Click Export to Excel, Export to PDF or Export to XML to export the displayed results on the screen.
The selected file type will open with the results.

<table>
<thead>
<tr>
<th>Party Name</th>
<th>Original File Name</th>
<th>Source Name</th>
<th>Start Date</th>
<th>Page Number</th>
<th>Source File</th>
<th>Document Size</th>
</tr>
</thead>
</table>
| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
LOANS | 1/1/1983 | 3 | 2020-01-15T12:00:00Z | 317KB |
| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
LOANS | 1/1/1983 | 3 | 2020-01-15T12:00:00Z | 317KB |
| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
LOANS | 1/1/1983 | 3 | 2020-01-15T12:00:00Z | 317KB |
| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
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| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
LOANS | 1/1/1983 | 3 | 2020-01-15T12:00:00Z | 317KB |
| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
LOANS | 1/1/1983 | 3 | 2020-01-15T12:00:00Z | 317KB |
| ARNOLD REX | COUNTRYWIDE HOME CASH 
LOANS | COUNTRYWIDE HOME CASH 
LOANS | 1/1/1983 | 3 | 2020-01-15T12:00:00Z | 317KB |
Viewing Images

Click on a record in the search results to view more instrument details and the image.

To Zoom IN and OUT click the **Plus** and **Negative Zoom Out** icons on the bottom of the image.

To print a copy of the watermarked image click **Print**.
Purchasing Copies Via Credit Card

Logging In
Click Log In to create a new account or log in with an existing account.

If you have an exiting account enter your username and password and click Log In.

If you do not have an existing account click Click Here to create a new one.

1. Enter your Email.
2. Click Continue. You will receive the following message:
   
   Your account details have been sent to your email address. Please use those credentials to login.

3. Check your email for your password. If you do not receive your email within 15 minutes check your spam/junk folder.
4. Once you receive your password click Log In.

Adding Documents to Your Cart

1. Click Shopping Cart to add the document to your cart.
2. If you do not want a certified copy click Purchase Copy skip steps 3-4 and continue to step 5.

To obtain a certified copy of the image to be mailed to you check the box Certified Copy.

3. Enter your Mailing Address.
4. Click **Purchase Certified Copy**.
5. Click **Complete Transaction** to check out or click **Continue Searching** to add more documents to your cart.
Checking Out

1. Click **Complete Transaction** after adding a document to your cart or click Check out next to your log in on the top right of the page. You will see the following message while the payment screen loads.

   **Loading checkout. Please wait...**

   Note: a receipt will be emailed to the address on file
2. Enter billing and payment information.

NOTE: There is a 5% credit card service fee for each transaction.

3. Enter your cell phone number if you would like a text notification of your payment.
4. Click **Submit Payment**.

Once your payment is processed you will receive a payment confirmation with a link to your image. Click the **PDF Icon** to download your image. A copy of the image and the receipt will also be emailed.

**NOTE:** If you purchased a certified copy you will receive your copy in the mail.

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**Order Summary of Items**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELEASE #1987-198749-1741/868...</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**Total USD** $1.00

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**Thank you for your purchase.**

The online order payment was successful.

You may click on the download icon below to view the purchased PDF files.

Your digital documents will also be delivered to your email address on file. Please allow 15-20 minutes for assembling the document and delivering the files. If you have purchased multiple documents, they will be combined into a single PDF file. You will need Adobe PDF reader to view the attachment.

This digital download is a copy of the Clerk’s official record without watermarks. Please do not redistribute these files as they are the property of the Clerk’s office and made available as a convenience to the purchaser via online portal.

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[Close this screen]