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-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

	 Current/former government agency employed Spouse of a current/former government agency Child of a current/former government agency Protected individual requesting redaction in a current/former government agency 	ncy employee in the category checked below y employee in the category checked below	
Sta	tutory Basis for Removal:		
	Victim of violent crime [FS 119.071(2)(j)1]* 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 [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.f.] 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]	 Dept of Business Regulation investigators and inspectors [FS 119.071(4)(d)2.m.] Tax collectors (current only) [FS 119.071(4)(d)2. 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.] Agency inspector general office or internal audit department employees with auditing or potenti 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 	n t ial
	Child Support Hearing Officer [FS 119.071(4)(d)2.g] Local Govt. or Water Mgt. District Human resources	☐ Florida Gaming Control Commission Commissioners [F.S. 119.071(4)(d)2.x]	
	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.]	 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] 	
	Juvenile probation/detention officer, house parent, therapy provider, counselor and their supervisors [FS 119 071(4)(d)2 k]	*Names of spouse/children for marked individuals a not exempt	re

☐ 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.]

REQUESTOR CONTACT INFORMATION

Printed Name:			
Telephone Number:	Email	l address:	
	INFORMA	TION TO BE RE	DACTED
☐ Address where I (or qualif	ying spouse or ch	nild) <u>reside</u> (phy	sical, mailing, or street address):
(consider title implications), l	☐ parcel identific	cation number,	ere I reside: □ legal property description □ plot identification number, □ other description property information that
☐ Telephone Number(s)			
☐ Social Security Number (de	o not list SSN) /	☐ Date of B	rth:
☐ Place(s) of Employment/Lu			
☐ Personal assets (<i>crime vict</i>			
undertaken by the requestor	. Only the docum ompleted, future	nents identified redactions req	ation on a public record, which is a risk by the requestor will be redacted. Once uire an additional redaction request. oved. F.S. 28.2221(2)(b).
PUBLIC RECORD : This form is contained in this form will be	•	cord. If a copy o	of it is requested, all exempt information
The following section is to be at 419 Pierce Street, Room 14	completed durin		DACTED t to the Hillsborough County Clerk's Office
agree the Hillsborough Coundocuments in accordance with	ty Clerk's Office s th FS 119.071. I u	staff has my per inderstand that	sborough County Clerk's Office, I hereby mission to modify a copy of the following only the modified copy will be made of competent jurisdiction, except as shown
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.

true.	
Signature:	Date:
Job Title of Qualifying Individual Requesting Femployment is required):	Redaction (for exemptions where current/former agency
	questing Redaction (for exemptions where current/former
STATE OF FLORIDA COUNTY OF	
Signed on	<u> </u>
Sworn to (or affirmed) and subscribed be notarization on (date)by (affiant name)	fore me by means of physical presence or online , 20
Individual identified by: Personal Knov Type	vledge ☐ Satisfactory Evidence,
	NOTARY PUBLIC
	{Print, type, or stamp commissioned name of notary}

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

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: Recording@hillsclerk.com

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:
Plaintiff/Petitioner	D
VS	Division:
Defendant/Respondent	
NOTICE OF CONFIDEN	TIAL INFORMATION WITHIN COURT FILING
Under Florida Rule of General Practic	e and Judicial Administration 2.420(d)(2), I certify:
(1) I am filing the attached docume 2.420(d)(1)(B) and that:	ent containing confidential information as described in Rule
(a) The title/type of document is _	, and:
(b) the entire document is conf	idential, or
the confidential information	n within the document is precisely located at:
OR	
described in Rule 2.420(d)(1)(was not filed with the document	led in this case that contains confidential information as B), but a Notice of Confidential Information within Court Filing and the confidential information was not maintained as court. I hereby notify the clerk that this confidential information
(a) Title/type of document:	;
(b) Date of filing (if known):	;
(c) Date of document:	;
(d) Docket entry number:	;
(e) Entire document is confide	ntial, or
Precise location of confide	ntial information in document:
	Filer's Signature

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CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the fo on (All parties and Affected Non-Parties. No confidential DO NOT include such information Attorney or request Court Service. See Rule	Note: If the name or address of a Partition in this Certificate of Service. In	y or Affected Non-Party is astead, serve the State
	, on	
	Name:	
	Phone:	
	Florida Bar No. (if a	pplicable):
	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).

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

	Case Number:
Plaintiff/Petitioner	Division:
VS	Division:
Defendant/Respondent	
	DENTIAL CRIME VICTIM INFORMATION WITHIN COURT FILING
Pursuant to Florida Rule of General P	ractice and Judicial Administration 2.423, I hereby certify:
(1) I am filing a document contain Rule 2.423(b)(1) and that:	ing confidential crime victim information as described in
(a) The title/type of document is _	, and:
(b) the entire document is conf	idential, or
the confidential information	n within the document is precisely located at:
OR	
information as described in Ru Information within Court Filin	led in this case that contains confidential crime victim ale 2.423(b)(1), but a Notice of Confidential Crime Victim g was not filed with the document and the confidential d as confidential by the clerk of the court. I hereby notify the located as follows:
(a) Title/type of document:	;
(b) Date of filing (if known):	;
	;
(d) Docket entry number: and either:	;
☐ Entire document is confide	ntial, or
☐ The precise location of the	confidential crime victim information is:
	Filer's Signature

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CERTIFICATE OF SERVICE

I certify that the foregoing d	ument has been furnished to (here insert name or names, addresses used
for service, and mailing addresse	
	by portal e-mail delivery mail on (date)
(See Note 1)	
	Name:
	rame.
	Address:
	Phone:
	Florida Bar No. (if applicable):
	E-mail address:

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).

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 Exer	nption				
Section 2: Family Mem	ber/Members (Spouse/Chi	ld) Information			
FL DL/ID Number			Date o	of Birth	
FL DL/ID Number			Date o	f Birth	
FL DL/ID Number	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 Requ	estor's Name	Signature of Red	questor		
	1				
	UNTY OF				
Sworn to (or affirmed) and subscribed before me thisday of,				,	
20, by					
☐ Personally Known OR ☐ Produced Identification					
Type of Identification Produced:					
Notary Public (Print Name	Notary Public Signatur	re My Commiss	sion Expires:	Stamp or Seal	

will appear on the Property Appraiser's website.



County Center, 15th Floor 601 East Kennedy Boulevard Tampa, Florida 33602-4932

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

Request of Confidentiality

Pursuant to Florida Statute 119.071 (4) (d), I		
Property II	O Number:	
Name of 0	Owner / Relationship:	
Home Ad	dress:	
OFFICE O	F EMPLOYMENT	
PHONE N	UMBER: Home Work	Cell
Badge / Ce	ertification Number:	_ (Please attach copy of Employee ID / Badge)
Direct Sup	ervisor's Name and Phone Number:	
 Active or Department of the prosecutor Current of the prose	nent or child support enforcement ent of Children & Family Services, or Departme ting abuse, neglect, exploitation, fraud, and thef ers Justices of the Supreme Court, District Court of or former Judges / Magistrate of the United State or former State Attorneys, Assistant State Attorn ors or former County and Municipal Code Inspector Magistrates, Special Magistrates, Judges of Com of Administrative Hearings and Child Support I or former United States Attorneys and Assistant or former Guardians Ad Litem, as defined in S.3 or former Juvenile Probation Officers and other	whose responsibilities include revenue collection and ent of Health, personnel whose duties include it. Appeal, Circuit Court, County Court es Courts of Appeal, United States District leys, Statewide Prosecutors, or Assistant Statewide es and Code Enforcement Officers expensation Claims, Administrative Law Judges of the Enforcement Hearing Officers United States Attorneys 9.820 personnel of the Department of Juvenile Justice ter management district whose duties include hiring and
Mail to:	Hillsborough County Property Appraiser Attn: Exemption Department 601 E Kennedy Blvd 15th Floor Tampa FL 33601-4932	or Fax To: 813-276-8946
Signature:		Date:
		ct and that I qualify as personnel as defined in Chapter locking information, no data regarding my parcel(s)

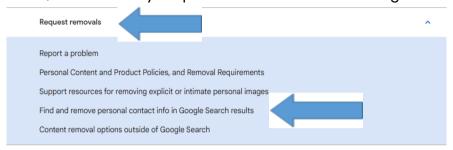
Internet Searches - Personal Information

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"



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



