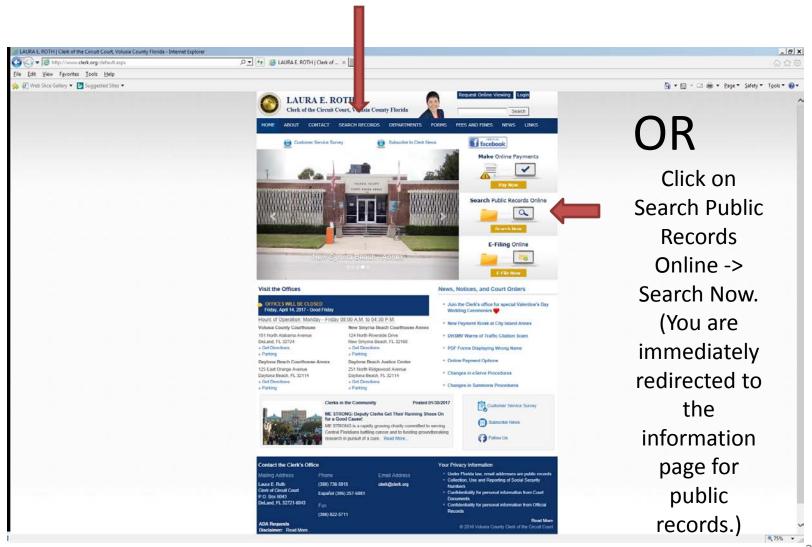
# How to Search Public Records in Volusia County

Volusia County provides access to online public records. These are split into categories as displayed on our public records page.

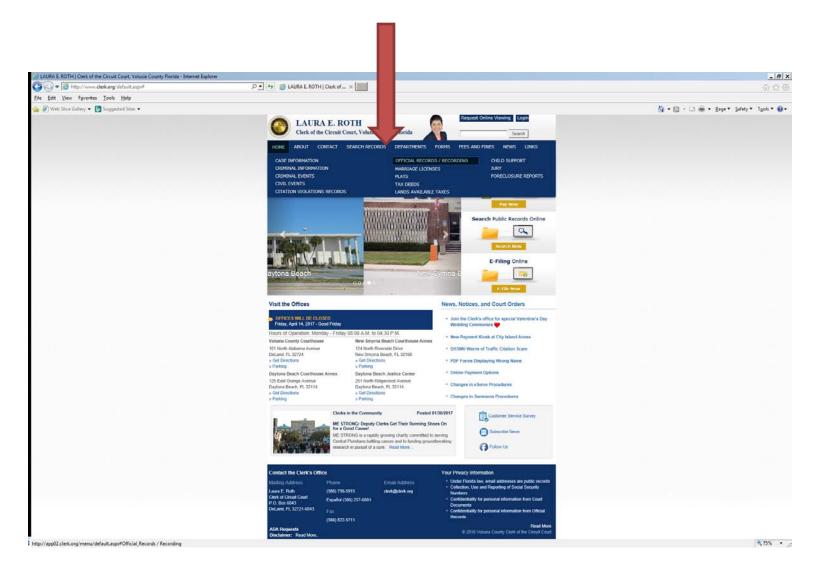
## **SEARCH**

On the Clerk of Court home page, there are two ways to search public records. Click on the Search Records tab.

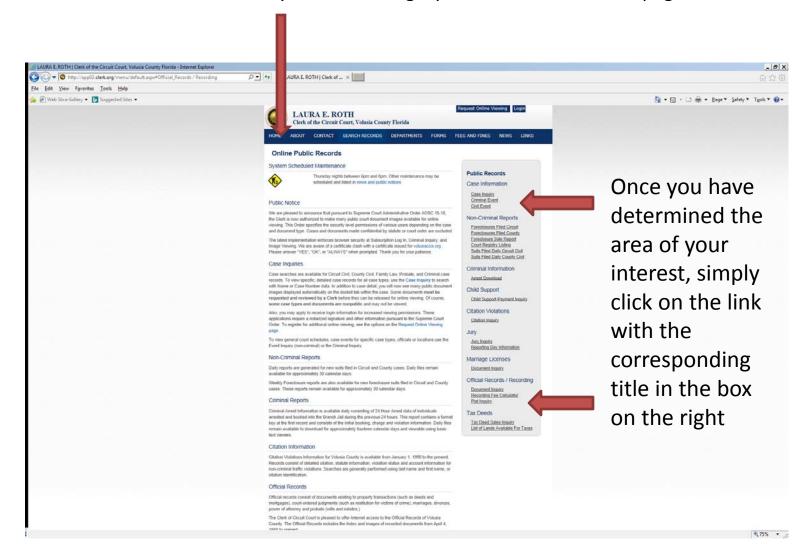


2

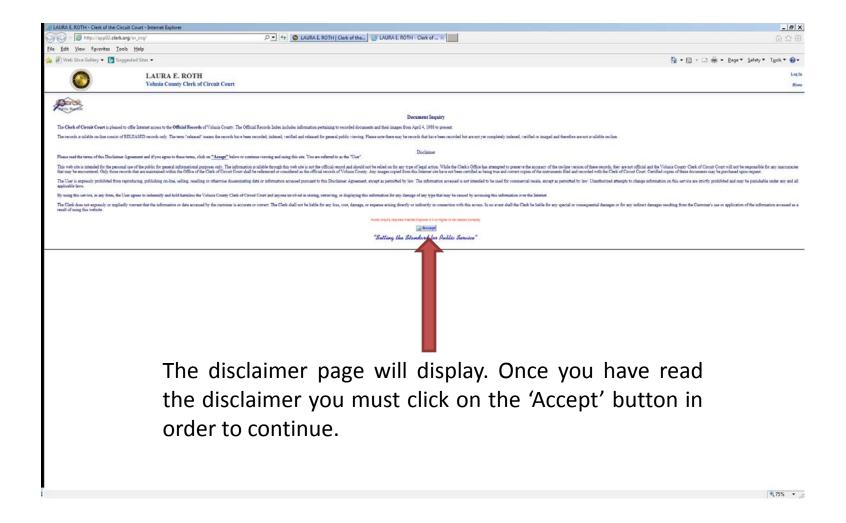
A drop down box will display the categories available for searching. Click on one of the categories and you will be redirected to the information page for public records.



There is a brief summary for each category on the left side of this page.



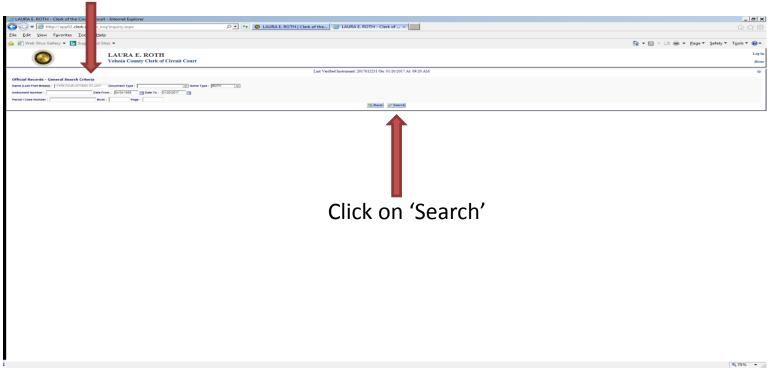
# **Disclaimer Page**



You are now ready to inquire. In this example we chose the Official Records Document Inquiry. There are several fields that you can choose to search from, the more you enter the narrower your search will be. Some fields limit the search to 30 days without additional information.

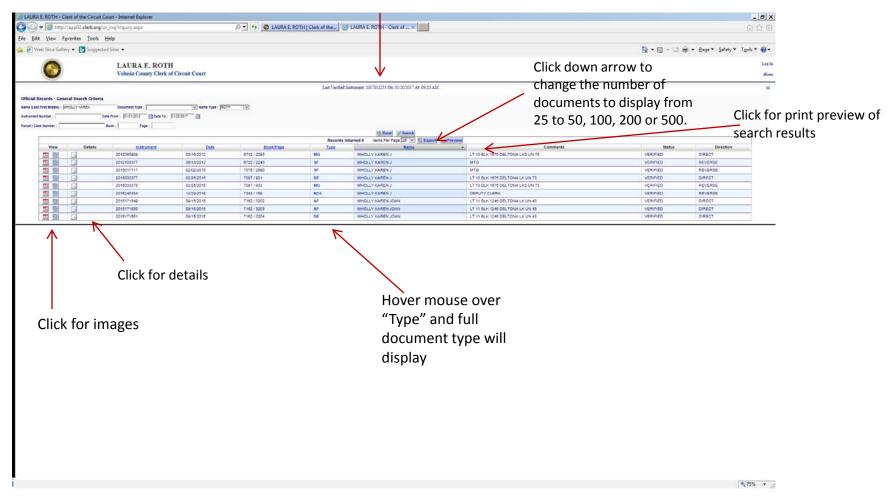
## Choose the search field(s) and enter the information.

- By name of individual or company
- •By document name
- •By specifying direct or reverse field for name
- By instrument number
- •The date range can be narrowed to suit your search
- •By parcel/case number.
- •By Book and Page numbers



### **SEARCH RESULTS**

Last verified instrument, date and time is displayed.



#### **SEARCH RESULTS**

## In this example:

- A name was entered into the name field.
- •A document type 'satisfaction' was entered.
- •The date field was narrowed.



The results show any document in the Official Records that fits <u>all</u> the criteria entered.

(Hint: When searching by full name, if you do not find results, try using less of the name, for example; In a search for 'Public John Thomas' if nothing comes up try 'Public John T' or 'Public John' as the index contains the name as it appears on the document so it is possible that the person is in the index more than one way.)

Q

# **Images**

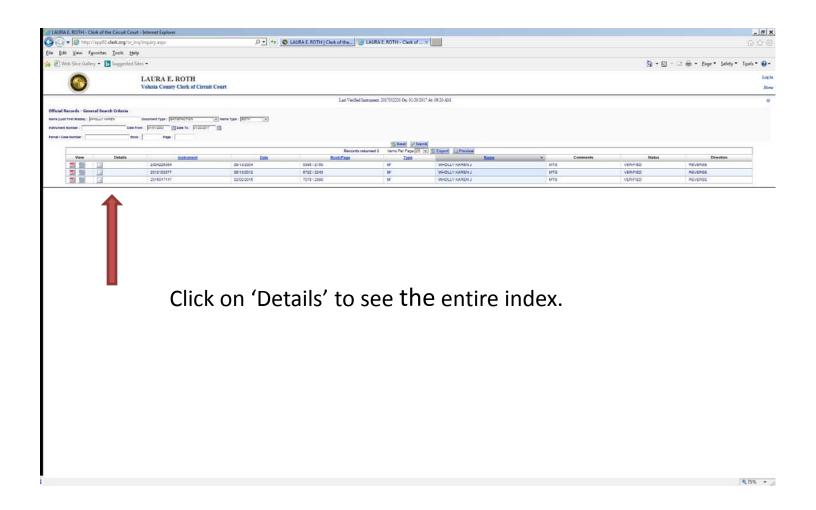


If an image is available for a document there will be ICON(s) on the left. There is a choice between a PDF (left) and a JavaScript (right) version. Click on your choice and wait for the redaction of protected information and the document will display.

This is a printable image, however if you require a certified copy you must contact the appropriate department. See the listing on the Home Page under 'departments'.

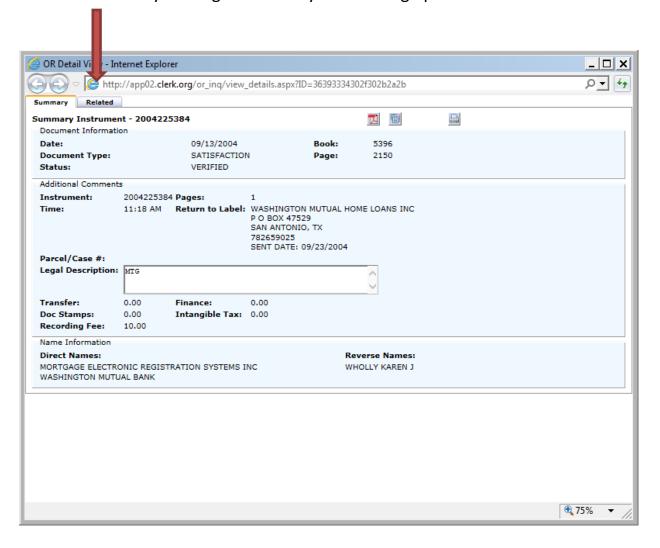
# 75% w

Each line contains basic information from the index regarding that document.

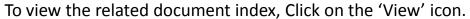


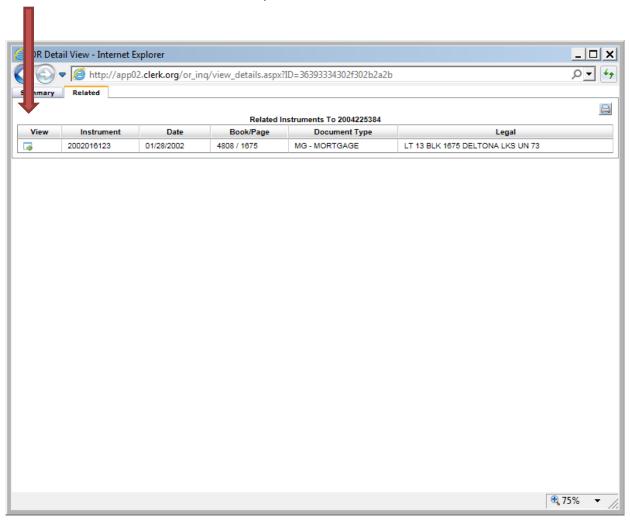
## **OR DETAIL VIEW**

If there is a related instrument (in this case the mortgage that is being satisfied) there will be a tab called 'Related'. By clicking on the tab you will bring up the index of the related instrument.



## **Related Instruments**





The index for the related instrument (mortgage) is displayed below.

There is a choice of PDF or JavaScript to view images. Click on the icon of your choice to view the document, wait for the redaction of protected information and the document will display.

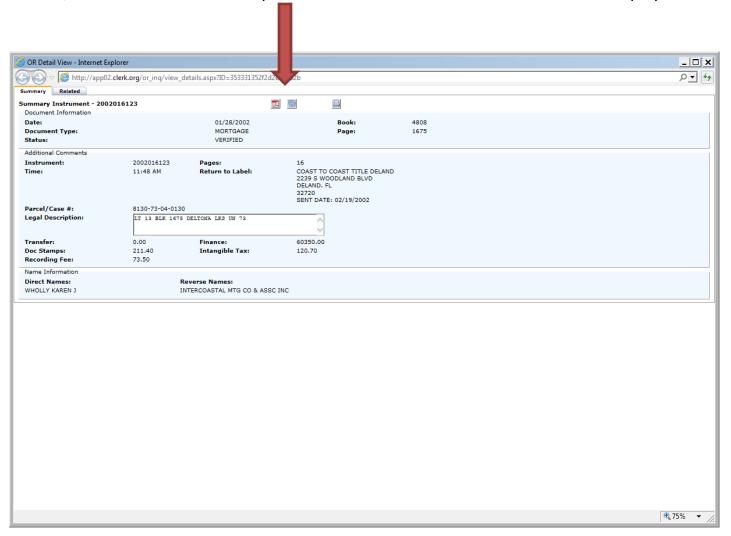
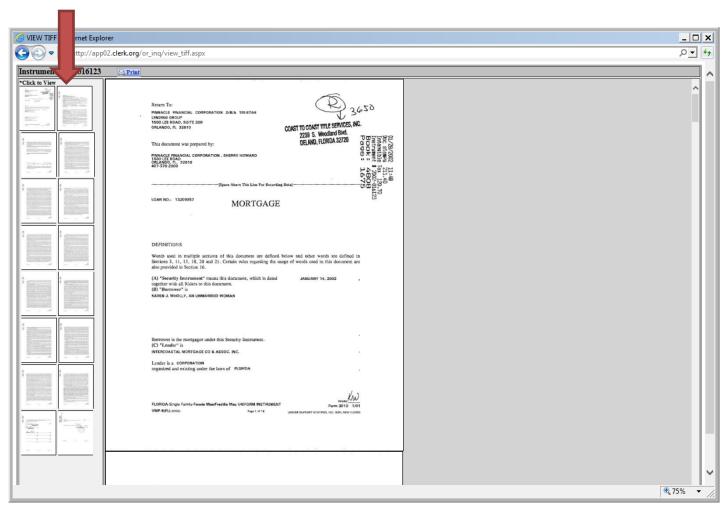


Image for the related document (mortgage being satisfied).

This is a printable image. If you require a certified copy of any public record please contact the appropriate department. The contact information for each department is listed on the Home Page under 'departments'.



Go back to the search page and click on 'Reset' to begin a new search.

