



Office of Paula S. O'Neil Clerk & Comptroller Pasco County, Florida

Request to Remove Protected Personal Information

- Step 1:** To request the removal of protected personal information found on the Clerk & Comptroller website, go to www.pascoclerk.com.
- Step 2:** Scroll to the **Official Records and Protecting Your Personal Information** heading.

The screenshot shows the website's navigation menu with options: Home, General Information, Statistical Reports, Courts, Finance, Public Records, Online Services, and a Login button. The main content area features a 'Happy Independence Day!' banner with a photo of a woman and a child. Below the banner is a public notice about budget cuts. To the right, there are sections for 'Compliments' and 'Awards', office hours, and a list of links including 'Career Opportunities!', 'Contact Us', 'Pay Traffic Citations Online', 'Realaucaution Online Foreclosures', and 'Jury Reporting Information'. The 'Official Records and Protecting Your Personal Information' section is highlighted, containing text about Florida Statute 28.2221 and a link to 'Learn more about Protected Personal Information in the Public Record Step-by-step instructions'.

- Step 3:** Click on the **Learn more** link. If you have the Official Records (OR) Book and Page or the Instrument Number, go to **Steps 4 - 5**. If you do not have the OR Book and Page or the Instrument Number, go to **Steps 6 - 17**.

Step 4: If you have the Official Records (OR) Book and Page or the Instrument Number, **click the [Request to Remove Protected Personal Information](#) link.**

Home General Information Statistical Reports Courts Finance **Public Records** Online Services Login

Official Records and Protecting Your Personal Information

Please review the following information to learn about how you can protect your public records privacy. To research your records, please use our [Official Records Search](#) page. Search for the recorded document by person or company name, the book and page number of the recorded document, or by the instrument number.

[Step-by-step instructions](#) on using this site to search for personal information

Social Security, Bank Account, Debit, and Credit Card Numbers

When preparing a document for recording in the Official Records, do not include social security numbers or complete bank account, debit, charge, or credit card numbers. Only include such numbers if they are specifically required by law.

If a social security number or a bank account, debit, charge, or credit card number was included in a document, it may have become part of the Public Record. Any person has the right to request that the Clerk & Comptroller remove these numbers from a publically available image or copy of an Official Records Document.

If after review of your documents, any numbers are visible, please complete all applicable sections of the form, [Request to Remove Protected Personal Information](#). No fee is charged for this service.

Notice of Confidential Information for Court Filings

Amendments to the Rule of Judicial Administration 2.420 require the filer of a court record to identify certain records as confidential, modify the procedures for sealing and unsealing of court records, establish procedures for criminal cases, and address sealing of appellate court records. The Sixth Judicial Circuit Court implemented Administrative Order 2010-065 to provide a uniform process and forms to comply with the amendments. The filer of a court record containing confidential information is responsible for providing the Clerk & Comptroller a Notice of Confidential Information Within Court Filing. This Notice must accompany the filing.

The filer must use the Notice form attached to [AO 2010-065](#) and note on this form whether any confidential information is included within the document being filed, identify the confidentiality provision that applies; and identify the exact location of the confidential information within the document.

Identify Theft

How does identify theft happen? Identify thieves may obtain personal information in the following ways:

- » Going through trash or "dumpster diving".
- » Stealing wallets or purses
- » Stealing mail
- » Using fake emails to solicit personal information
- » Stealing personnel records from their employers

Step 5: This link will take you to the **Request to Remove Protected Personal Information** page. Complete the form and click the **Send Request** button.

1. Enter the code shown on the form.
2. *Choose the type of information to remove/redact* – select all boxes that apply.
3. *Enter the information to remove* – type it exactly as it appears on the instrument.
4. *Contact information* – this information is optional. It will only be used to contact you if there is a problem regarding your request.
5. Enter the Official Records Book and Page or the Instrument Number.
6. Click **Send Request**.

Request to Remove Protected Personal Information

To request the redaction (blocking from view) of qualifying information, view the document first using the Image viewer provided on this website.

Important Notice: Only the qualifying information will be redacted from the image. The image itself will remain available in public records.

In the form below, you must identify the Official Records Book and Page or the Instrument Number and the exact wording to redact as it appears on the instrument. Without this information, the redaction request cannot be processed.

Removal Request - please read above instructions to insure processing of this request
To prevent other computers from systematically sending email a code is required.

Enter Code Shown

Type of information to remove/redact

Social Security Number
 Bank Account
 Credit Card
 Debit Card

Enter the information to remove (exactly as it appears on the instrument including any spaces or dashes)

Contact Information (Optional)

Contact Information is Optional but may be used to contact you if there is a problem with your request.

Name

Phone Email

OR Book # OR Page # OR Instrument # **Send Request**

Step 6: If you do not have the OR Book and Page or Instrument Number, click on the **Official Records Search** link to search for documents.

Official Records and Protecting Your Personal Information

Please review the following information to learn how you can protect your public records privacy. If you do not have the OR Book and Page or Instrument Number, click on the **Official Records Search** link to search for documents. Search for the recorded document by person or company name, the book and page number of the recorded document, or by the instrument number.

[Step-by-step instructions](#) on using this site to search for personal information

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If you have the Official Records (OR) Book and Page or the Instrument Number, click the [Request to Remove Protected Personal Information](#). No fee is charged for this service.

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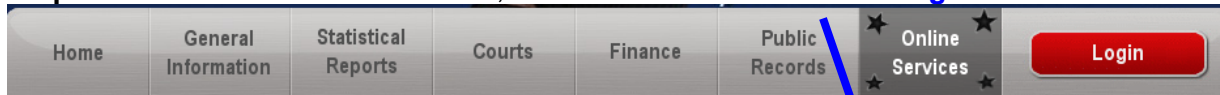
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- » Stealing mail
- » Using fake emails to solicit personal information
- » Stealing personnel records from their employers

Step 7: To search Official Records, read the disclaimer and click **I Agree to the Terms**.



This web site is intended for personal use of the public for informational purposes only. The User is prohibited from reproducing, publishing on-line, selling, reselling, or otherwise disseminating data or information accessed pursuant to this disclaimer agreement, except as permitted by law. Unauthorized attempts to change information on this service are strictly prohibited and may be punishable under all applicable laws.

While the Clerk & Comptroller has attempted to preserve the accuracy of the on-line version of these records, they are not the official record and should not be relied upon for any type of legal action. Only records that are maintained within the Office of the Clerk & Comptroller shall be considered as official records.

On or after October 1, 2002, any person preparing or filing a record for recordation in the official records may not include a social security number or a bank account, debit, charge, or credit card number in such document unless required by law.

Any person has a right to request the Clerk's office to remove from an image available on this site any social security number contained in an official record.

Such request must be made in writing and delivered by mail, facsimile, or electronic transmission, or delivered in person, to the addresses listed at www.pascoderk.com/public-general-contact-info.asp. Such request must specify the identification page number that contains the social security number to be redacted. The Clerk's office does not charge a fee for the redaction of a social security number pursuant to such a request. The Clerk's office uses best efforts with both manual and electronic means, to keep such information confidential and exempt without any person having to request redaction.

The Images archived in the Pasco County Official Record are digital reproductions of the original documents presented to the Clerk for recording. Except as specifically directed by law (e.g. redaction of information directed by statute), the Clerk's office does not alter the content of the original documents during the recording process. Unclear or illegible content in the archived image is likely to be the result of unclear or illegible content in the original document.

By using this service, the User agrees to indemnify and hold harmless the Office of the Clerk & Comptroller and anyone involved in storing, retrieving or displaying this information for any damage of any type that may be caused by accessing this information via the Internet.

[I Agree to the Terms](#)

Step 8: There are 3 Search options.

The screenshot shows the top navigation bar with links for Home, General Information, Statistical Reports, Courts, Finance, Public Records, and Online Services, along with a Login button. Below the navigation bar, three search options are presented:

- 1. Official Records - Search by Name:** This section includes instructions for entering individual and company names. It features a form with fields for Last Name and First Name, and a Search button. Below this, there are optional search criteria including date ranges (From Date and To Date) and document types (Show only this type of document).
- 2. Search by Book & Page:** This section provides instructions for searching by book and page number. It includes a form with fields for Book Number and Page Number, and a Search button.
- 3. Search by Instrument:** This section provides instructions for searching by instrument number. It includes a form with a field for Instrument and a Search button.

1. Name Search – Type LastName FirstName and click the Search button.

Optional search criteria or to narrow search results:

- Enter a date range
- Select a document type

2. Book & Page Search – Enter the specific book and page number and click the Search button. The exact page will display for viewing.

PAULA S. O'NEIL, Ph.D. PASCO CLERK & COMPTROLLER
08/17/10 02:54pm 1 of 1
OR BK 8399 PG 1421

3. Instrument Search – Type the Instrument Number and click the Search button. The exact page will display for viewing.

2010118001

Step 9: Your search results will display in a new window. To view a specific document, **click** on the **Instrument** Number link.

Paula S. O'Neil, Ph.D.
Clerk & Comptroller Pasco County, Florida

Home Online Services New Search

Official Records - Search by Instrument

The online Official Records Index begins on **1/1/1975**
Starting Instrument: "2011131291", 100 Records Found

Instrument	Document	Date	Time	Book	Page	Name	Name Type	Legal	Misc
2011131291	SATIS MTG	8/24/2011	8:45AM	8589	2506	REGIONS BNK	Grantor	OR 7761 PG 906	

Step 10: An additional indexing screen will appear. **Click** on the **View Document** link.

Paula S. O'Neil, Ph.D.
Clerk & Comptroller Pasco County, Florida

Home Online Services New Search

Official Records - Instrument Detail

[View Document](#)

Instrument Detail for 2011131291

Instrument	2011131291
Date	8/24/2011
Time	8:45AM
Book	8589
Page	2506
Document	SATIS MTG
# Pages	1
Recording Fee	\$10.00
Miscellaneous	
Legal	OR 7761 PG 906

Indexed Names

Name	Name Type
REGIONS BNK	Grantor

Step 11: Type the [Image View Request](#) code and click **Open Image**.

Home General Information Statistical Reports Courts Finance Public Records Online Services Login

Image View Request

To prevent the data in these documents from being systematically collected and distributed by other computers on the internet a code is require to access the image.

jdev4t

Enter Code Shown Above

Image Privacy Notice

Automated tools have processed the images to redact Social Security, Bank Account and Credit/Debit card numbers. If you would like to report one of your numbers as still visible you may do so online.

[Redaction Request Form](#) [Review all Privacy Notices](#)

To view images you must have Adobe Acrobat installed on your computer. If you do not have Adobe Acrobat installed on your computer, click the link below to download the free Adobe Reader.

[Get ADOBE® READER®](#)

Step 12: A View Image screen will appear. Click **Your document is ready** [Click here to view](#).

Paula S. O'Neil, Ph.D.
Clerk & Comptroller Pasco County, Florida

Home Online Services New Search

Official Records - View Image

Your document is ready. [Click here to view.](#)

Step 13: The document you selected will appear in a viewer screen.



[Submit a request to remove protected personal information](#)

Recording requested by:
Regions Financial Corporation

When Recorded Return To:
Regions Bank
Collateral Management
P O Box 12926
Birmingham, Al 35202

Re



Rcpt: 1384896 Rec: 10.00
PS: 0.00 IT: 0.00
08/24/11 A. Giard, Dpty Clerk

PAULA S. O'NEIL, Ph.D. PASCO CLERK & COMPTROLLER
08/24/11 08:45am 1 of 1
OR BK 3589 PG 2506

RELEASE OF MORTGAGE

STATE OF FLORIDA
COUNTY OF PASCO

KNOWN ALL MEN BY THESE PRESENTS that REGIONS BANK, holder of a certain Mortgage, whose parties, dates and recording information are below, does hereby acknowledge that it has received full payment and satisfaction of the same, and in consideration thereof, does hereby cancel and discharge said Mortgage.

Step 14: Review the document for protected confidential information.

Step 15: If you find information that requires removal (redaction), click **Submit a request to remove protected personal information**.

Step 16: Complete the **Removal Request** form

1. Enter the code shown on the form.
2. *Type of information to remove/redact* – select all boxes that apply.
3. *Enter the information to remove* – type it exactly as it appears on the instrument.
4. *Contact information* – This information is optional. It will only be used to contact you if there is a problem regarding your request.
5. Click **Send Request**.

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Removal Request - please read above instructions to insure processing of this request
To prevent other computers from systematically sending email a code is required.

9414np
Enter Code Shown

Type of information to remove/redact
 Social Security Number Bank Account Credit Card Debit Card

Enter the information to remove (exactly as it appears on the instrument including any spaces or dashes)

Contact Information (Optional)
Contact Information is Optional but may be used to contact you if there is a problem with your request.

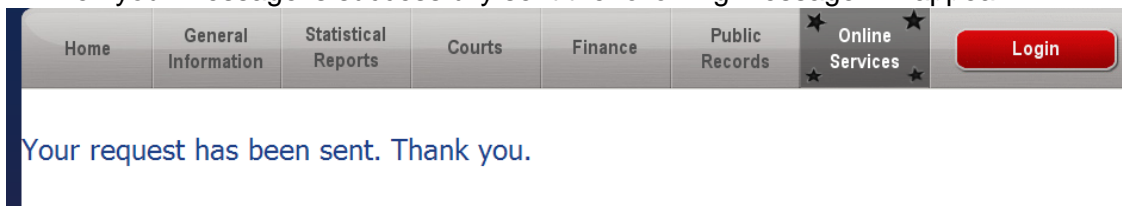
Name
Phone Email

OR Book # OR Page # OR Instrument #

[Official Records and Protecting Your Personal Information](#) [Request to Restrict an Internet Document](#) [Request for Protected Group](#)

Notice that the instrument number of the document selected is automatically populated in the "OR Instrument #" field.

Step 17: When your message is successfully sent the following message will appear.



Thank you for diligently searching the Official Records and working with the Clerk & Comptroller's Office to identify and remove any protected personal information.