



**Office of the Clay County Property Appraiser**  
**Honorable Tracy S, Drake, CFA, CAE, ASA, RES, AAS**  
State-Certified General Real Estate Appraiser RZ2759



**AUTHORIZATION REQUEST FOR RELEASE OF INFORMATION CURRENTLY EXEMPT FROM PUBLIC RECORDS**

Section 119.071(4)(d), Florida Statutes

The purpose of this form is for you, the property owner, to request a one-time only release of your currently exempt information. Future requests will require a separate form submission.

**Instructions:** Complete this form and check the action requested of the Property Appraiser's Office to authorize release of the property owner's un-redacted property record card information. Section 119.071(4)(d), Florida Statutes, requires you to sign this form in the presence of a notary prior to submittal.

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

If known, Parcel Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

☐ **Request submitted in person at the Property Appraiser's Office.**

☐ **I authorize release via email to me or my spouse.**

Email: \_\_\_\_\_

☐ **I authorize release via ☐ email or ☐ mail to the following non-owner of the property.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner (in presence of notary)

\_\_\_\_\_  
Print Property Owner's Name

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

By \_\_\_\_\_.

☐ Personally know to me or ☐ Produced Identification Type: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Seal:

**Submit via mail to:**

Clay County Property Appraiser's  
Office Attn: Shannon Eaves  
PO Box 38  
Green Cove Springs, FL 32043

**Submit via email**

**to:** Shannon Eaves  
seaves@ccpao.com