

RCRC

Brevard County Clerk of the Circuit Court

Research & Copy Request Center Manual

Research & Copy Request Center Instructions

Overview

- RCRC is an application that allows the public to place requests for copies or research from our office.
- The Titusville Land Records/Research Department completes all the requests submitted in the RCRC application.
- Requests are processed in the order received. * *Exception: Expedited requests.*

Instructions

Step 1: Go to www.brevardclerk.us, once there; you will select “Copy Requests” under the “Online Services” heading.

The screenshot shows the website for the Clerk of the Court, Brevard County, Florida, Rachel M. Sadoff. The page includes a search bar, a navigation menu with options like 'Home', 'Clerk of Courts', and 'Contact Us', and a main content area with several sections. A prominent red banner at the top of the main content area reads 'Important Announcement! COVID-19 ANNOUNCEMENTS Read More'. Below this, there are three columns of links. The first column, 'Online Services', lists various services, with 'Copy Requests' circled in red. The second column, 'Public Records Search', lists search options like 'Case Search' and 'Bond Agent Search'. The third column, 'Courts', lists court-related services like 'Administrative Orders' and 'Civil'.

Step 2: Before you can submit a request, you must first register by selecting the “Register” link.

Welcome to the Brevard County Research & Copy Request Center!

This web site is used to request research and copies of public records from the Brevard County Clerks office. As of April 14, 2008, the Clerk of Courts will charge a convenience fee on all credit and debit card transactions. Our office cannot provide a statewide database search. Contact the [Florida Department of Health](#) for copies of **Birth and Death certificates**.

For helpful hints on registering and submitting requests, click [here](#).

View costs for research requests and copies [here](#).
View USPS postage rates [here](#).

Register You must have an account and be registered to request research & copies Go >>>	Sign In If you have an account, sign in to save time while submitting requests Go >>>	Submit Submit requests for research or document copies Go >>>	Inquiry View your requests or make changes to those not yet submitted Go >>>	My Account Make changes to your account information Go >>>
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Step 3: The registration screen will appear; complete all the required fields marked with a red asterisk. Once complete, select “Save.” Note: All fields with an asterisk will require an entry, if the field does not apply, please enter “N/A.”

Registration
Create a New Account

*Required Information.

Account Information

Company Name: * Account Type: -- Choose Account Type -- *
Contact Name: * Address: *
City: * State: -- Choose a state -- * Zip Code: *
Foreign Address:
Phone Number: () *(no dashes) Fax Number: () (no dashes)
Email Address: *
Login: * Password: * Verify Password: *
Secret Question: * Secret Answer: *
(You will be asked the answer to this question if you forget your password.)
Credit Card Type: * Credit Card Number: Credit Card Expires: (mmyy)
Credit Card CVV: [What's this?](#) Name on Credit Card:

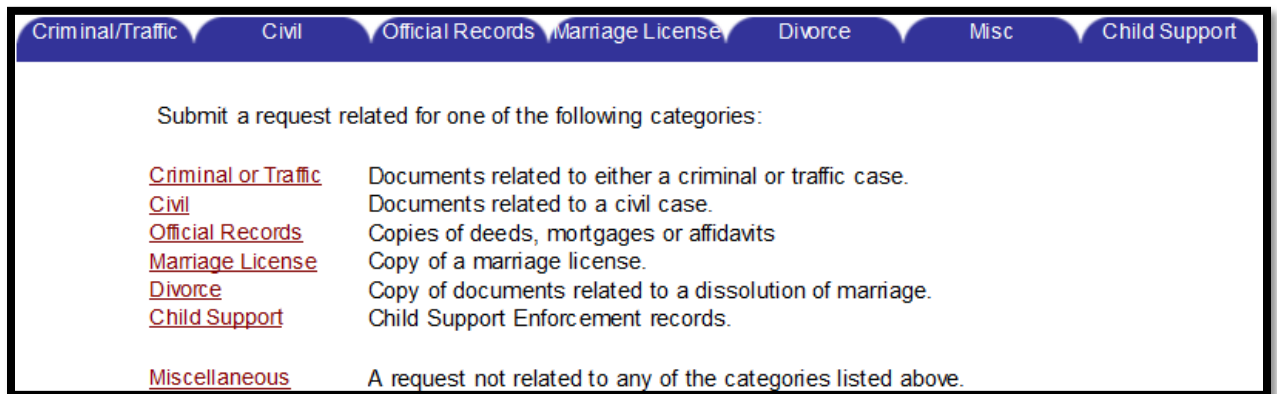
Save [Cancel](#)

➤ After you select “Save” the screen below will appear.

Step 4: Select "Submit" to place a request.



Step 5: Select the linked category which best fits the type of request you are placing.



Step 6: The contact information portion of your request is the same for all categories. Complete all required fields marked with red asterisks.

Contact Information	
Company Name:	<input type="text"/> *
Request Title:	<input type="text"/> * Contact Person: <input type="text"/> *
Address:	<input type="text"/> * City: <input type="text"/> *
State:	-- Select a state --* Zip Code: <input type="text"/> *
Foreign Address:	<input type="text"/>
Phone Number:	<input type="text"/> - <input type="text"/> * Phone Ext: <input type="text"/> Fax Number: <input type="text"/> - <input type="text"/>
Email Address:	<input type="text"/> Delivery: -- Choose method of delivery --* <input type="text"/>
Costs over \$25.00, contact me prior to billing:	<input type="radio"/> Yes <input checked="" type="radio"/> No Expedite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Additional \$10.00 Charge)
Payment Type:	-- Method of Payment --* Name on Credit Card: <input type="text"/>
Credit Card Type:	<input type="text"/> * Credit Card Number: <input type="text"/> Credit Card Expires: <input type="text"/> (mmyy)

➤ **Quick Tips:**

- Company Name: Name of your company, or enter “N/A”, if not applicable.
- Request Title: This is your internal identifying field. Example: File number, case party name, case number, client name, etc.
- Contact Person: Individual placing the request.
- Address: Enter the requestor’s street or PO Box.
- City: Enter the requestor’s city.
- State: Enter the requestor’s state.
- Zip Code: Enter the requestor’s zip code.
- If your address is a foreign address, follow the steps below:
 - Enter a “pseudo” address in the address, city, state and zip code fields located above the “Foreign Address” field to support the requirement of an entry in these fields.
 - ❖ Address: 123 Main Street
 - ❖ City: Titusville
 - ❖ State: FL
 - ❖ Zip Code: 32780
 - Enter the foreign address in the “Foreign Address” field, if applicable.
 - Phone Number: Enter the requestor’s daytime contact number.
- Phone Ext: (If applicable; this field is not designated as mandatory.)
- Delivery Method: Enter your desired method of delivery. Note: USPS (United States Postal Service) vs. UPS (United Parcel Service). UPS is only available if you provide a valid UPS account number. Courier options are only available between our six office locations.
- Payment Type: drop down (Cash, Check, or Credit Card).
- Name on Credit Card: Enter the name as it appears on the credit card.
- Credit Card Type: Enter the type of credit card: Visa, MasterCard, Discover, or American Express.

- Credit Card Expires: Enter the expiration date, mmyy. Example: December 2016 would be entered as 1216.

Criminal or Traffic Request

- For criminal or traffic related cases, select the “Criminal or Traffic” category.

Criminal/Traffic	Civil	Official Records	Marriage License	Divorce	Misc	Child Support
Submit a request related for one of the following categories:						
<u>Criminal or Traffic</u>	Documents related to either a criminal or traffic case.					
<u>Civil</u>	Documents related to a civil case.					
<u>Official Records</u>	Copies of deeds, mortgages or affidavits					
<u>Marriage License</u>	Copy of a marriage license.					
<u>Divorce</u>	Copy of documents related to a dissolution of marriage.					
<u>Child Support</u>	Child Support Enforcement records.					
<u>Miscellaneous</u>	A request not related to any of the categories listed above.					

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the “Contact Information” section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

Search Name: <input style="width: 90%;" type="text"/>	* Alias Name: <input style="width: 90%;" type="text"/>
Name at Arrest: <input style="width: 90%;" type="text"/>	Date of Birth: <input style="width: 90%;" type="text"/> (mm/dd/yyyy)
Case/Citation Number 1: <input style="width: 90%;" type="text"/>	Case/Citation Number 2: <input style="width: 90%;" type="text"/>
Case/Citation Number 3: <input style="width: 90%;" type="text"/>	Case/Citation Number 4: <input style="width: 90%;" type="text"/>
Case/Citation Number 5: <input style="width: 90%;" type="text"/>	
Additional Cases: <input style="width: 95%;" type="text"/>	

Document Type: <input style="width: 90%;" type="text"/> ▼	* Disp/CMO Date: <input style="width: 90%;" type="text"/> (mm/dd/yyyy)
No. of Copies: <input style="width: 30px;" type="text" value="1"/>	Certified: <input type="radio"/> Yes <input checked="" type="radio"/> No
Additional Documents: <input style="width: 95%;" type="text"/>	
Search Information	
Background Check: <input type="radio"/> Yes <input checked="" type="radio"/> No All Dispositions: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Number of Years: <input style="width: 30px;" type="text"/> Begin Search Year: <input style="width: 60px;" type="text"/> End Search Year: <input style="width: 60px;" type="text"/>	
Search all Document Types: <input type="radio"/> Yes <input checked="" type="radio"/> No Notification of Results: <input type="radio"/> Verbal <input checked="" type="radio"/> Written	
Comment Information	
Comments: <input style="width: 95%;" type="text"/>	

➤ **Quick Tips:**

- Search Name: Enter the defendant's name.
- Alias Name: Enter any known aliases.
- Name at Arrest: If this name differs from the search and/or alias name, enter the name at the time of arrest.
- Date of Birth: Enter the dob in the following format: mm/dd/yyyy.
- Case/Citation Number 1-5: Enter the case number.
- Additional Cases: If all fields in the Case/Citation Number 1-5 are utilized, use this field for additional cases numbers.
- Document Type: Drop down option (will only allow you to choose one document in the drop down field). See below for additional document field.
- Disp/CMO Date: Enter the date of disposition (sentencing) or CMO (order) date in the following format: mm/dd/yyyy.
- No. of Copies: Enter the number of copies needed of **each** document. **Note:** Please use the "Comments" section if you require varying numbers of documents requested.
- Certified: **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Additional Documents: If you need more than one document, use this field to provide the titles of the additional documents required.
- Background Check: Only select the radio button identified as "yes" if you are requesting a background check.
- All Dispositions: If you want all of the judgments/dispositions filed, select "Yes."
- Number of Years: Enter the number of years required for the background check.
- Begin Search Year: Enter the starting search date. Example: 2016.
- End Search Year: Enter the ending search date. Example: 2016.
- Search all Documents Types: Select the applicable radio button based on the documents you require.
- Notification of Results:
 - ❖ If "Verbal", you will receive verbal results.
 - ❖ If "Written", you will receive physical documentation. (Example: certificate or copies).
- Comments:
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation, as it can cause an error.

Civil

- For a civil related request, select the "Civil" category.

Submit a request related for one of the following categories:

Criminal or Traffic	Documents related to either a criminal or traffic case.
Civil	Documents related to a civil case.
Official Records	Copies of deeds, mortgages or affidavits
Marriage License	Copy of a marriage license.
Divorce	Copy of documents related to a dissolution of marriage.
Child Support	Child Support Enforcement records.
Miscellaneous	A request not related to any of the categories listed above.

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the "Contact Information" section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

Person/Case Information

Note: Please enter all names as first middle last.

Case Name1: * vs. Case Name2:

Additional Names: Document Number:

Case Number: Case Type:

Documents Needed: *

Search Information

Number of Copies: Certified: Yes No

Search all Document Types: Yes No Notification of Results: Verbal Written

Number of Years: Begin Search Year: End Search Year:

Comment Information

Comments:

➤ **Quick Tips:**

- Case Name 1: Enter the party name (ex. John Doe vs. Jane Doe).
- Case Name 2: Enter the party name (ex. Jane Doe vs. John Doe).
- Additional Names: If there are more than two names, you will notate any additional party names to the case in this field.
- Document Number: Enter the document number being requested, if available.
- Case Number: Enter the case number. Example: 05-2000-CP-012345-XXXX-XX.
- Case Type: Select an entry via the drop down option that best fits the type of request you are placing.
- Documents Needed: Enter the title of the document(s) being requested.
- Number of Copies: Enter the number of copies needed of **each** document.
Note: Please use the “Comments” section if you require varying numbers of documents requested.
- Certified: **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Comments:
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation, as it can cause an error.

Official Records

- For copies of a recorded document, select the “Official Records” category.

Criminal/Traffic	Civil	Official Records	Marriage License	Divorce	Misc	Child Support
Submit a request related for one of the following categories:						
Criminal or Traffic	Documents related to either a criminal or traffic case.					
Civil	Documents related to a civil case.					
Official Records	Copies of deeds, mortgages or affidavits					
Marriage License	Copy of a marriage license.					
Divorce	Copy of documents related to a dissolution of marriage.					
Child Support	Child Support Enforcement records.					
Miscellaneous	A request not related to any of the categories listed above.					

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the “Contact Information” section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

OR Book	Page	Deed Book	All Pages	First/Legal	First/Note	Legal Only
1. <input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search Date From: <input type="text"/> (mm/dd/yyyy)		Search Date To: <input type="text"/> (mm/dd/yyyy)				
Document Types: <input type="text"/>						
Search Information						
Number of Copies: <input type="text" value="1"/>		Certified: <input type="radio"/> Yes <input checked="" type="radio"/> No				
Comment Information						
Comments: <input type="text"/>						

➤ **Quick Tips:**

- OR Book/Page: Enter the OR Book/Page of the document being requested.
- Deed Book: Select the “Yes” radio button if you are requesting a Deed Book.
- All Pages: Selecting this check box indicates you require the entire document.
- First/Legal: Selecting this box indicates you require the first page and legal description page.
- First/Note: Selecting this box indicates you require the first page and note page.
- Legal Only: Selecting this box indicates you only require the legal description page.
- Search Date From: Enter the beginning search date to locate a document only identified by doc type. Example: 01/01/2016 mm/dd/yyyy.
- Search Date To: Enter the end search date to locate a document only identified by doc type. Example: 01/01/2016 mm/dd/yyyy.
- Document Types: If an OR Book/Page is not available, provide the doc type you are requesting along with supplemental info in the “Comments” field. Example: Deed, Mortgage, Assignment of Mortgage, Satisfaction/Release, etc.
- Number of Copies: Enter the number of copies needed of each document.
Note: Please use the “Comments” section if you require varying numbers of documents requested.
- Certified: **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Comments:
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation, as it can cause an error.

Marriage License

- For a copy of a Marriage License, select the “Marriage License” category.

The screenshot shows a web interface with a dark blue header containing several tabs: Criminal/Traffic, Civil, Official Records, Marriage License, Divorce, Misc, and Child Support. Below the header, the text reads: "Submit a request related for one of the following categories:". A list of categories follows, each with a description. The "Marriage License" category is circled in red. The categories are: Criminal or Traffic (Documents related to either a criminal or traffic case.), Civil (Documents related to a civil case.), Official Records (Copies of deeds, mortgages or affidavits), Marriage License (Copy of a marriage license.), Divorce (Copy of documents related to a dissolution of marriage.), Child Support (Child Support Enforcement records.), and Miscellaneous (A request not related to any of the categories listed above.).

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the “Contact Information” section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

The screenshot shows a request form with a red note at the top: "Note: Please enter all names as first middle last." Below the note are several input fields. "Spouse 1 Name (including surname)" and "Spouse 2 Name (including surname)" are text boxes with red asterisks. "Marriage Date:" is a text box with a red asterisk and a red "(mm/dd/yyyy)" label. "Marriage Year:" is a text box with a red asterisk. "Number of Copies:" is a text box with the value "1". "Certified:" has two radio buttons, "Yes" and "No", with "No" selected.

➤ Quick Tips:

- Spouse 1 Name: Enter the first/middle/last name (using surname).
- Spouse 2 Name: Enter the first/middle/last name (using surname).
- Marriage Date: Enter the date of marriage. Example: 06/19/2015 (mm/dd/yyyy).
- Marriage Year: Enter the year of marriage, only if the entire date is not available.
- Number of Copies: Enter the number of copies required.
- Certified: Select the appropriate radio button to indicate whether you require certified or non-certified copies. **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Comments:
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation, as it can cause an error.

Divorce

- For dissolution of marriage requests, select the “Divorce” category.

Submit a request related for one of the following categories:

Criminal or Traffic	Documents related to either a criminal or traffic case.
Civil	Documents related to a civil case.
Official Records	Copies of deeds, mortgages or affidavits
Marriage License	Copy of a marriage license.
Divorce	Copy of documents related to a dissolution of marriage.
Child Support	Child Support Enforcement records.
Miscellaneous	A request not related to any of the categories listed above.

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the “Contact Information” section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

Note: Please enter all names as first initials last.

Name 1: * Name 2: *

Divorce Year: (yyyy)* Divorce Date: (mm/dd/yyyy)

Case Number:

Documents Requested

Property Settlement Agreement: Yes No Petition: Yes No

Final Judgment: Yes No Income Deduction Order: Yes No

Domestic Relations Order: Yes No

Additional Documents:

Number of Copies: 1 Certified: Yes No

Comment Information

Comments:

➤ **Quick Tips:**

- Name 1: Enter the first/middle/last name.
- Name 2: Enter the first/middle/last name.
- Divorce Year: Enter the year the couple divorced. Enter year as (yyyy).
- Divorce Date: If the complete divorce date is available, please enter it in this field.
Example: 06/10/2015 mm/dd/yyyy.
- Case Number: Enter the case number. Example: 05-2000-DR-012345-XXXX-XX.
- Documents Requested: Select the appropriate radio button for the copy you would like to request. If the doc type you require is not listed, use the “Additional Documents” field.
- Additional Documents: Enter the name of any additional document(s).
- Number of Copies: Enter the number of copies needed of each document. **Note:** Please use the “Comments” section if you require varying numbers of documents requested.
- Certified: Select the appropriate radio button to indicate whether you require certified or non-certified copies. **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Comments:
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation as it can cause an error.

Child Support

- For child support related requests, select the “Child Support” category.

Criminal/Traffic	Civil	Official Records	Marriage License	Divorce	Misc	Child Support
Submit a request related for one of the following categories:						
Criminal or Traffic	Documents related to either a criminal or traffic case.					
Civil	Documents related to a civil case.					
Official Records	Copies of deeds, mortgages or affidavits					
Marriage License	Copy of a marriage license.					
Divorce	Copy of documents related to a dissolution of marriage.					
Child Support	Child Support Enforcement records.					
Miscellaneous	A request not related to any of the categories listed above.					

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the “Contact Information” section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

Name/Case Information	
Note: Please enter all names as first middle last.	
Name 1: <input type="text"/>	* Name 2: <input type="text"/> *
Case Number: <input type="text"/>	
Documents Requested	
Property Settlement Agreement: <input type="radio"/> Yes <input checked="" type="radio"/> No	Complaint Petition: <input type="radio"/> Yes <input checked="" type="radio"/> No
Final Judgment: <input type="radio"/> Yes <input checked="" type="radio"/> No	Income Deduction Order: <input type="radio"/> Yes <input checked="" type="radio"/> No
Child Custody Order: <input type="radio"/> Yes <input checked="" type="radio"/> No	Support Order: <input type="radio"/> Yes <input checked="" type="radio"/> No
Payment Records: <input type="radio"/> Yes <input checked="" type="radio"/> No	Arrears Affidavit: <input type="radio"/> Yes <input checked="" type="radio"/> No
Payment Records From: <input type="text"/> (mm/dd/yyyy)	Payment Records To: <input type="text"/> (mm/dd/yyyy)
Additional Documents: <input type="text"/>	
Number of Copies: <input type="text" value="1"/>	Certified: <input type="radio"/> Yes <input checked="" type="radio"/> No
Comment Information	
Comments: <input type="text"/>	
Submit Another Request? I'm Done! Cancel	

➤ **Quick Tips:**

- Name 1: Enter the first/middle/last name.
- Name 2: Enter the first/middle/last name.
- Case Number: Enter the case number. Example: 05-2000-DR-012345-XXXX-XX.
- Documents Requested: Select the appropriate radio button for the copy you would like to request. If the doc type you require is not listed, use the “Additional Documents” field.
- Payment Records From: Enter the beginning date range. (mm/dd/yyyy) (Use if a payment history is requested.)
- Payment Records To: Enter an ending date. (mm/dd/yyyy) (Use if a payment history is requested.)
- Additional Documents: Enter the name of any additional document(s).
- Number of Copies: Number of copies needed of each document. **Note:** Please use the “Comments” section if you require varying numbers of documents requested.
- Certified: Select the appropriate radio button to indicate whether you require certified or non-certified copies. **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Comments:
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation as it can cause an error.

Miscellaneous

- For a request not related to any of the other categories, select the “Miscellaneous” category.
 - Examples: Tax Rolls, Building Cards, Military Discharge (DD214) etc.

Submit a request related for one of the following categories:

Criminal or Traffic	Documents related to either a criminal or traffic case.
Civil	Documents related to a civil case.
Official Records	Copies of deeds, mortgages or affidavits
Marriage License	Copy of a marriage license.
Divorce	Copy of documents related to a dissolution of marriage.
Child Support	Child Support Enforcement records.
Miscellaneous	A request not related to any of the categories listed above.

NOTE: See Step 6 of the RCRC procedures for Quick Tips regarding entering information in the “Contact Information” section.

- The request form will display in a new window. Complete all required fields marked with red asterisks.

Information

Number of Copies: Certified: Yes No

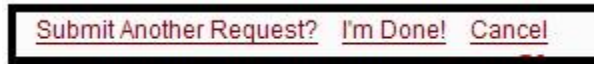
Comment Information

Comments:

➤ **Quick Tips:**

- Number of Copies: Enter the number of copies needed of each document.
- Certified: Select the appropriate radio button to indicate whether you require certified or non-certified copies. **Note:** we cannot email or fax a certified copy, as it negates the original certification signature.
- Comments:
 - ❖ Enter information regarding the documents needed along with other helpful information for processing your request.
 - ❖ Acceptable punctuation is a comma and/or period. Do not use any other punctuation as it can cause an error.
 - ❖ Our office will contact you with any questions we may have to process your request.

Step 7: Select "I'm Done!"



- If you do not receive a Request Id number, your request did not save. You will need to review all required fields to ensure they are completed.
- If you receive an error (such as a 500 server error), exit out of the program completely and reopen. If you are not using the RCRC program frequently, it will time out.

Step 8: If you would like to confirm your request was successfully submitted, select "Inquiry."

A screenshot of the Brevard County Research & Copy Request Center website. The page has a white background with a black border. At the top, it says "Welcome to the Brevard County Research & Copy Request Center!". Below that, it provides information about the website's purpose and a notice about a convenience fee starting April 14, 2008. It also mentions that the office cannot provide a statewide database search and provides contact information for the Florida Department of Health for birth and death certificates. There are two horizontal lines of text: "For helpful hints on registering and submitting requests, click here." and "View costs for research requests and copies here. View USPS postage rates here." Below these lines is a navigation menu with five columns. Each column has a title, a description, and a "Go >>>" button. The "Inquiry" button is circled in red. The columns are: Register (blue button), Sign In (green button), Submit (orange button), Inquiry (purple button), and My Account (red button).

Welcome to the Brevard County Research & Copy Request Center!

This web site is used to request research and copies of public records from the Brevard County Clerks office. As of April 14, 2008, the Clerk of Courts will charge a convenience fee on all credit and debit card transactions. Our office cannot provide a statewide database search. Contact the [Florida Department of Health](#) for copies of Birth and Death certificates.

For helpful hints on registering and submitting requests, click [here](#).

View costs for research requests and copies [here](#).
View USPS postage rates [here](#).

Register	Sign In	Submit	Inquiry	My Account
You must have an account and be registered to request research & copies	If you have an account, sign in to save time while submitting requests	Submit requests for research or document copies	View your requests or make changes to those not yet submitted	Make changes to your account information
Go >>>	Go >>>	Go >>>	Go >>>	Go >>>

Step 9: The below screen will appear, select “Display.”

Brevard County Clerk of Courts
Research & Copy Request Center

[Inquiry](#)
[Research & Copy Requests](#)

Request Title: Status: -- ALL --
Contact Person: Invoice Number:
Submit Date (From): Submit Date (To):

[Search](#) [Reset](#)

1-1 of 1

Status	Request Id	Contact	Request Title	Submit Date	Total Amt	Details
Submitted	137724	STEPHANIE TUTEN	COPIES	10/07/2015	\$0.00	Display

Step 10: Select “Display” again.

Research & Copy Request Center

Request Id: 137724

[Close](#)

Criminal/Traffic

STEPHANIE BROWN > 2000-MM-012345 > > [Display](#)

- Once you select “Display”, your request will appear. (See example below). Once you are finished viewing your request, select “Close.”

Criminal/Traffic Information					
Search Name:	STEPHANIE BROWN	Charge Amount:	\$0.00	Postage:	\$0.00
Alias Name:		Name at Arrest:		Date of Birth:	1985-01-02
Case/Citation Number 1:	2000-MM-012345	Case/Citation Number 2:		Case/Citation Number 3:	
Case/Citation Number 4:		Case/Citation Number 5:			
Document Type:	Judgment/Final Disp	Additional Cases:			
Disp/CMO Date:		Fingerprints:	N	Arrest Report:	N
Background Check:	N	Final Disposition:	All Dispositions:	N	
Number of Copies:	1	Documents Needed:			
Certified:	N	Search all Document Types:	N		
No. of Search Years:		From and To Years Search:	-	Notification of Results:	Written
Result of Search:		Date Created:	2015-10-07	Last Modified:	
Comment Information					
Comments:					

➤ This screen will appear, select “Close” again.

Research & Copy Request Center

Request Id: 137724

Criminal/Traffic
STEPHANIE BROWN > 2000-MM-012345 > >

[Close](#)

[Display](#)

Once you have selected “Close”, it will return to the “Inquiry” screen.



Brevard County Clerk of Courts
Research & Copy Request Center

Inquiry

[Research & Copy Requests](#)

Request Title: Status: -- ALL --

Contact Person: Invoice Number:

Submit Date (From):  Submit Date (To): 

[Search](#) [Reset](#)

1-1 of 1

Status	Request Id	Contact	Request Title	Submit Date	Total Amt	Details
Submitted						
	137724	STEPHANIE TUTEN	COPIES	10/07/2015	\$0.00	Display

Step 11: Once you are finished viewing your request, if you would like to return to the main screen where you placed your request, select “Research & Copy Requests.”



Brevard County Clerk of Courts
Research & Copy Request Center

Inquiry

[Research & Copy Requests](#)

Request Title: Status: -- ALL --

Contact Person: Invoice Number:

Submit Date (From):  Submit Date (To): 

[Search](#) [Reset](#)

1-1 of 1

Status	Request Id	Contact	Request Title	Submit Date	Total Amt	Details
Submitted						
	137724	STEPHANIE TUTEN	COPIES	10/07/2015	\$0.00	Display

- After selecting “Research & Copy Requests”, it will return to the main screen.

Welcome to the Brevard County Research & Copy Request Center!

This web site is used to request research and copies of public records from the Brevard County Clerks office. As of April 14, 2008, the Clerk of Courts will charge a convenience fee on all credit and debit card transactions.

Our office cannot provide a statewide database search.

Contact the [Florida Department of Health](#) for copies of Birth and Death certificates.

For helpful hints on registering and submitting requests, click [here](#).

View costs for research requests and copies [here](#).

View USPS postage rates [here](#).

[Register](#)

You must have an account and be registered to request research & copies

Go >>>

[Sign In](#)

If you have an account, sign in to save time while submitting requests

Go >>>

[Submit](#)

Submit requests for research or document copies

Go >>>

[Inquiry](#)

View your requests or make changes to those not yet submitted

Go >>>

[My Account](#)

Make changes to your account information

Go >>>

- If you need to edit/change information on your account, select “My Account”. Your registration information will appear. Once the change has been made, select “Save.”

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Registration

Edit an Existing Account

*Required Information.

Account Information

Company Name: <input type="text" value="DOE & DOE"/>	*	Account Type: <input type="text" value="Private Company"/>	*	
Contact Name: <input type="text" value="JON DOE"/>	*	Address: <input type="text" value="1234 MAIN ST."/>	*	
City: <input type="text" value="ANYWHERE"/>	*	State: <input type="text" value="FLORIDA"/>	*	Zip Code: <input type="text" value="32780"/>
Foreign Address: <input type="text"/>				
Phone Number: <input type="text" value="321"/> <input type="text" value="1234567"/>	*(no dashes)		Fax Number: (<input type="text"/>) <input type="text"/>	(no dashes)
Email Address: <input type="text" value="DOE&DOE@YAHOO.COM"/>				
Login: <input type="text" value="JDOE"/>	*	Password: <input type="text" value="jdoe"/>	* Verify Password: <input type="text"/>	*
Secret Question: <input type="text" value="What is your mother's maiden name?"/>	*	Secret Answer: <input type="text" value="DOE"/>	*	
<small>(You will be asked the answer to this question if you forget your password.)</small>				
Credit Card Type: <input type="text"/>		Credit Card Number: <input type="text"/>	Credit Card Expires: <input type="text"/>	(mmyy)
Credit Card CVV: <input type="text"/>	What's this?	Name on Credit Card: <input type="text"/>		

- If you experience any problems or have questions, please feel free to contact the Land Records/ Research Department directly at (321)637-2004.