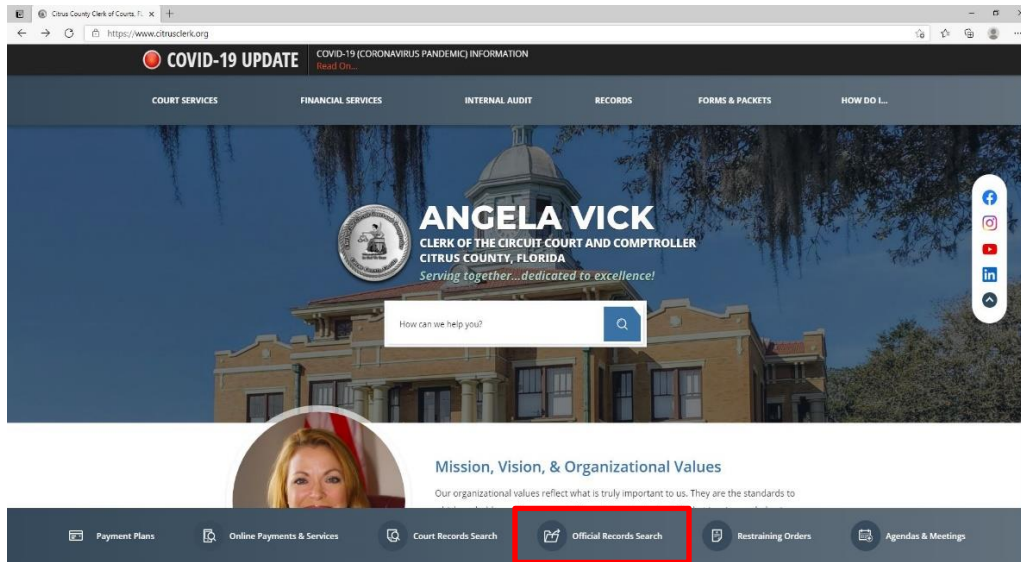


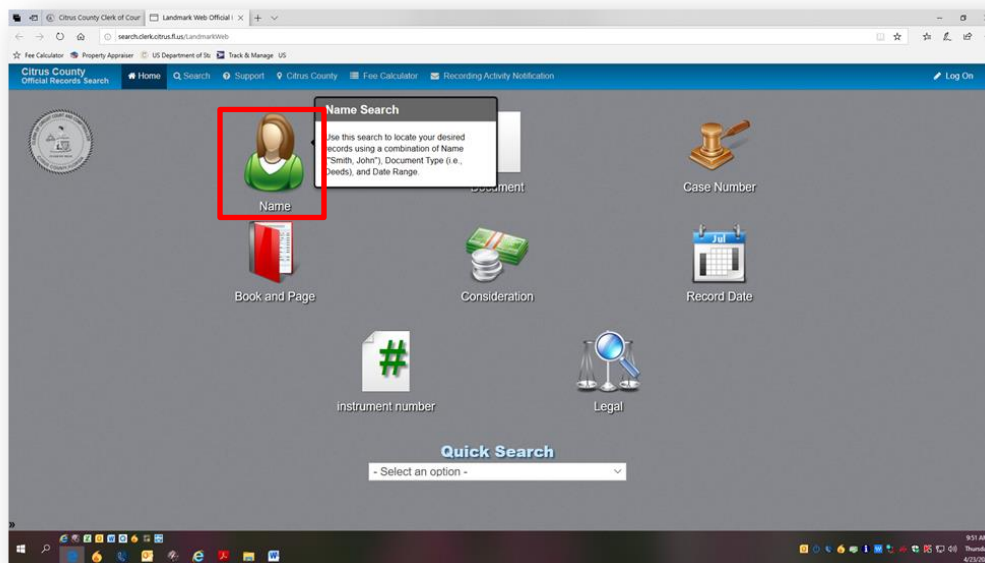
Steps to Complete an Official Records Name Search

Step 1— Visit the Citrus County Clerk of Courts' home page www.citrusclerk.org.

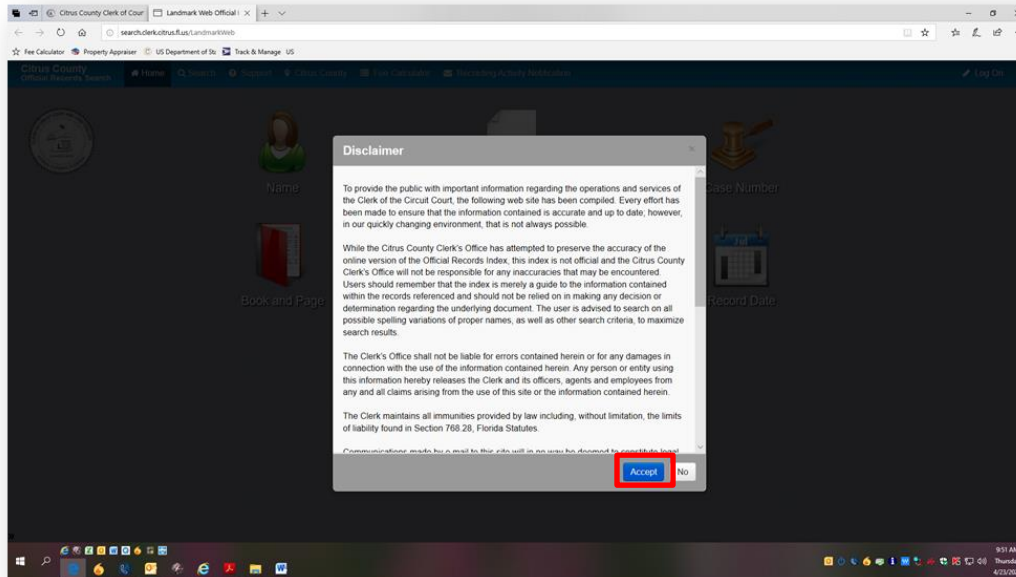
Step 2 — Locate the link to the **Official Records Search** at the bottom of the home page and click this link.



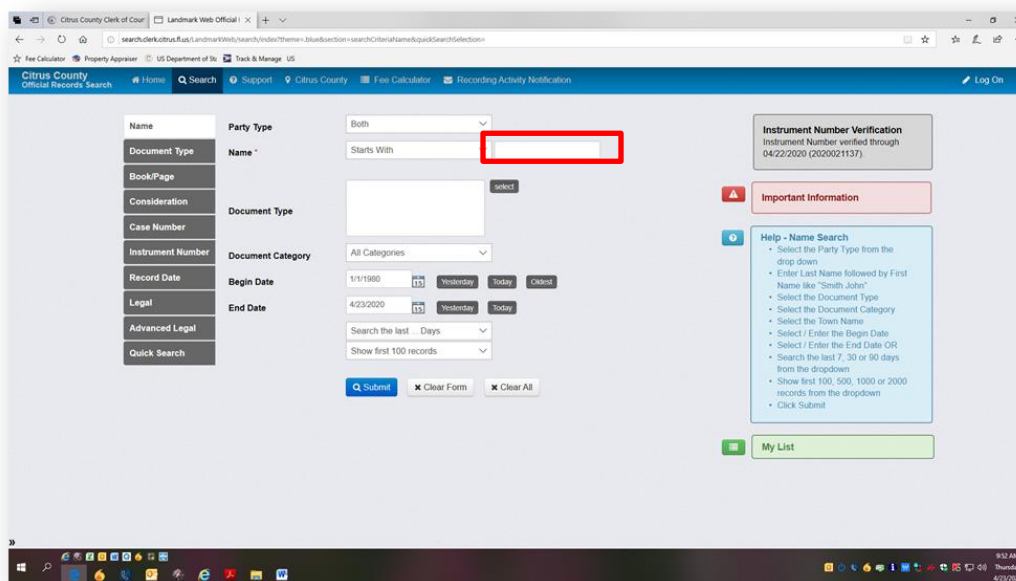
Step 3 — A new page with a grey background and several icons to choose from will open. Click the icon of a person with the word “Name” beneath it.



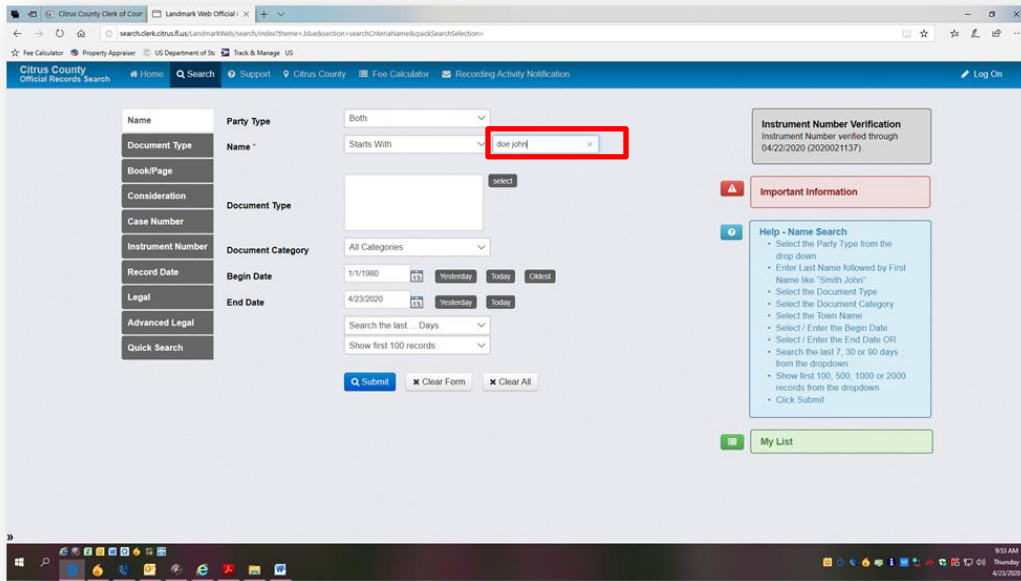
Step 4 — A disclaimer will pop up. After reviewing the disclaimer, click “Accept.”



Step 5 — A page with a light grey background will open. Look for the phrase “Starts With.” Depending on your computer settings, there will be a blank white box either below or beside this phrase.

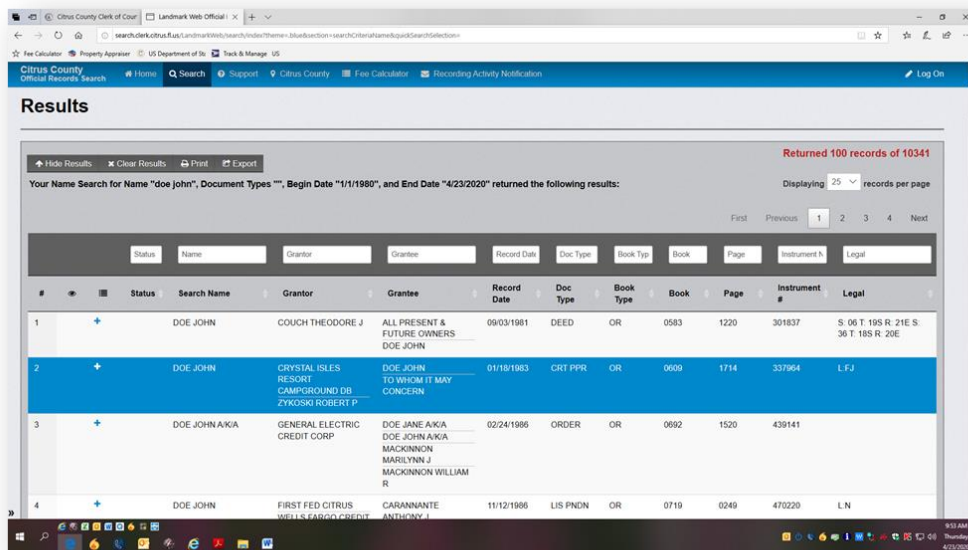


Step 6 — Click into this box and type in the name of the person who is connected with the document being searched. The name should be entered Last Name and then First Name, no punctuation (i.e. Doe John).



Step 7 — Click “Submit.”

Step 8 — All of the documents that have been recorded into the Official Records of Citrus County from 1980 forward with that name will now populate below. Documents recorded before 1980 are on microfilm. Please contact the Recording Department by calling (352) 341-6424 option 2 for more information on how to view documents recorded before 1980.



Step 9 — Each record can be clicked on and viewed. There will be an option to print available once the document has been opened.

- If the message “Not viewable via the web” appears, this document is a protected document type and not viewable outside of a Citrus County Clerk’s Office. Please contact the Recording Department by calling (352) 341-6424 option 2 for more information on how to view this document.

Step 10 — To return to the search results, click the orange button labeled “*Return to Search Results*” located on the top left corner of the screen.