



## DECLARATION OF DOMICILE INSTRUCTIONS

All information must be legible.

- Husband and wife, domestic partners, or others who cohabit may sign the same form.
- The Declaration of Domicile form must be notarized. Notary services are available in our office, or you may use a Notary Public of your choice. The fee for our **Notary service is \$10.00 per document**, in addition to the standard recording charges. Please note that all persons who signed the document must appear before the notary.

Have your identification available. You need to have current government-issued picture identification in order for this office to notarize your signature, such as a driver's license, a state identification card, or passport.

### COMPLETING THE FORM:

#### Line <sup>(1)</sup>

Fill in your **current address**.

#### Line <sup>(2)</sup>

Fill in the last address of where you lived **before** you moved to your current address

#### Line <sup>(3)</sup>

Other places where you maintain abode. Please mark your choice accordingly. Optional line.

#### Sign

Sign your name in the presence of a Notary Public. Clearly and legibly PRINT the name that you signed.

### GETTING YOUR DOCUMENT RECORDED:

You may record through the mail or in person. If you record thru the mail, **your document must be notarized before** you send it to us.

#### **Mail to:**

RECORDS, TAXES AND TREASURY  
115 S. Andrews Ave  
Room 114  
Fort Lauderdale, FL 33301

- Include a self-addressed, postage paid envelope for the return of the document after processing
- The recording fee is \$10.00 for a one-page document
- Make check or money order payable to: BOARD OF COUNTY COMMISSIONERS (do not send cash)
- If you want a certified copy of the recorded document in addition to the recorded original we will send it to you, add \$3.00 to your payment for each certified copy requested. The certified copy is optional.

#### **In person:**

County Records office is at the Governmental Center, and it is open Monday through Friday (except holidays) from 8:30 am to 5:00 pm.

#### STREET ADDRESS:

115 South Andrews Avenue, Room 114  
Fort Lauderdale, Florida 33301