



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 ⁽¹⁾

Fill in your **current address**.

Line ⁽²⁾

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

Line ⁽³⁾

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

Sign

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 recorded document in addition to the recorded original we will send you, add \$3.00 to your payment for each certified copy requested. A certified copy is optional.

In person:

County Records office is at the Governmental Center, and it is open Monday through Friday (except holidays) from 7:30 am to 5:00 pm.

STREET ADDRESS:

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