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

Revised 03/27/2018 JA