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Orlando, Florida

OFFICIAL RECORDS

DOCUMENT SEARCH & PURCHASE GUIDE

OFFICIAL RECORDS

## DOCUMENT SEARCH & PURCHASE FEATURES

➢ Mobile device accessible

➢ Search in English and Spanish

➢ Purchase certified copies

➢ Basic and Advanced Searches

➢ Automated Name Searching

➢ Download or print search results

También puedes buscar en español!

HOW TO SEARCH OFFICIAL RECORDS

Go to the Orange County Comptroller's website to search official records. https://www.occompt.com.

From the home page, access **Official Records Search** from one of three places.
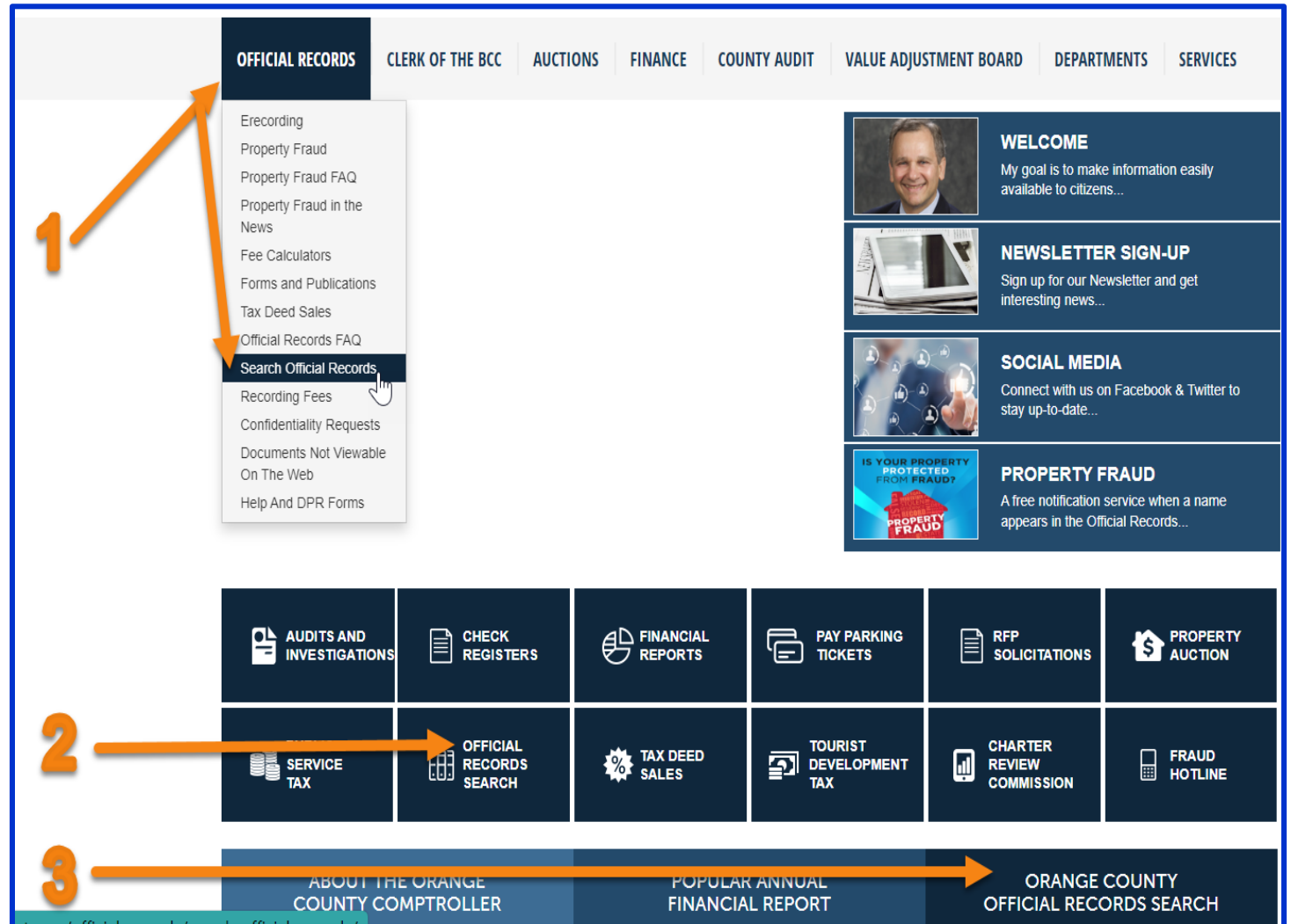
DISCLAIMER

Read the **Disclaimer Content.** Accept by clicking in the **"I'm not a robot"** box. Then click in the **"I Accept"** box.

SELECT LANGUAGE

Search in English or Spanish.

1. Click the **Language button.**

2. Click **English** or **Spanish.**

3. Click **Submit.**

SELECT SEARCH TYPE

Choose a **Basic** or **Advanced** Official Records search.

Basic and Advanced searches allow users to search over different criteria.

BASIC SEARCH

The **Basic** search feature allows you to search by Recording Dates, Document Number or Names (Grantor/Grantee or Either Party). Enter your desired search criteria in the available fields:

➢ **Recording Dates**
➢ **Document Number**
➢ **Either Party (Grantor/Grantee)**
  Enter any name that might be associated the document. **Note:** For Basic and Advanced searches, if you do not see the name you wish to search in the drop down, simply type the name and hit return or tab to search the name as typed.

Click **Advanced Name Searches** for assistance with exact name match searches and wildcard search operators.

Click **Search** for your results.

Official Records Name Search

Individual Names should be entered **Last First** (i.e. Smith James). For a broader search, use only a last name and first initial.

Organizational Names should be entered **as they are spelled** (i.e. Nevada Bank).

Documents are certified from Jan 1, 1878 to Dec 14, 2019

Recording Date Start	Recording Date End	Document #	Either Party
mm/dd/yyyy	mm/dd/yyyy		Q Type here to filter...

Grantor

	Grantee	Book/Page	
		Book	Page
Q Type here to filter...	Q Ty		

Document Types

Document Types
Q |
Affidavit
Agreement
Agreement for Deed
Assignment
Bond

Click for a list of doc types

Use Advanced Name Searching (What is this?

Recent searches   C Clear Selections   Search Q

SEARCH RESULTS LIST

View, print, export or sort the list of search results. Click on the icons located at the top right of the page.

The search results list can be sorted by the following fields by clicking the icon.

➢ **Document Number (#)**

➢ **Description**

➢ **Recording Date**

➢ **Grantor**

➢ **Grantee**

➢ **Legal**

SEARCH RESULTS: SORT

Search results can also be sorted by **Document Type** (example affidavit, agreement, assignment, etc.).

Go to **Description** to sort search results by document type. Use the scroll bar to view all document types returned in the search results. The number shown on the right of each document type is the total number of search results for that type.

➢ **Sort** results by clicking the A:Z icon. [AZ icon]
➢ **Print** search index results by clicking on the printer icon in right corner. [printer icon]

SEARCH RESULTS: VIEW DOCUMENT IMAGES

To view a document image(s) from the search results list, select the document number(s):

1) Click on the document number, then click "View" to see the document image; or

2) Select the box located to the left of the document number and click the View icon.

Click on the icons located at the top right of the document image to switch to presentation mode, print, export, download or rotate the document.

PURCHASE CERTIFIED COPIES

Certified copies of documents can be purchased from the search results list or view image page.

From Search Results List

1. Select the documents.
2. Click the cart icon.
3. The shopping cart ⏚ will appear with the certified copies to be purchased.
4. The quantity of each document to be purchased is one.
5. Use the arrows to change the quantity.
6. Click the **X** next to the price of each certified copy to remove it from the cart.
7. Click **Clear Cart** at the bottom left of the page to remove all documents from the cart.
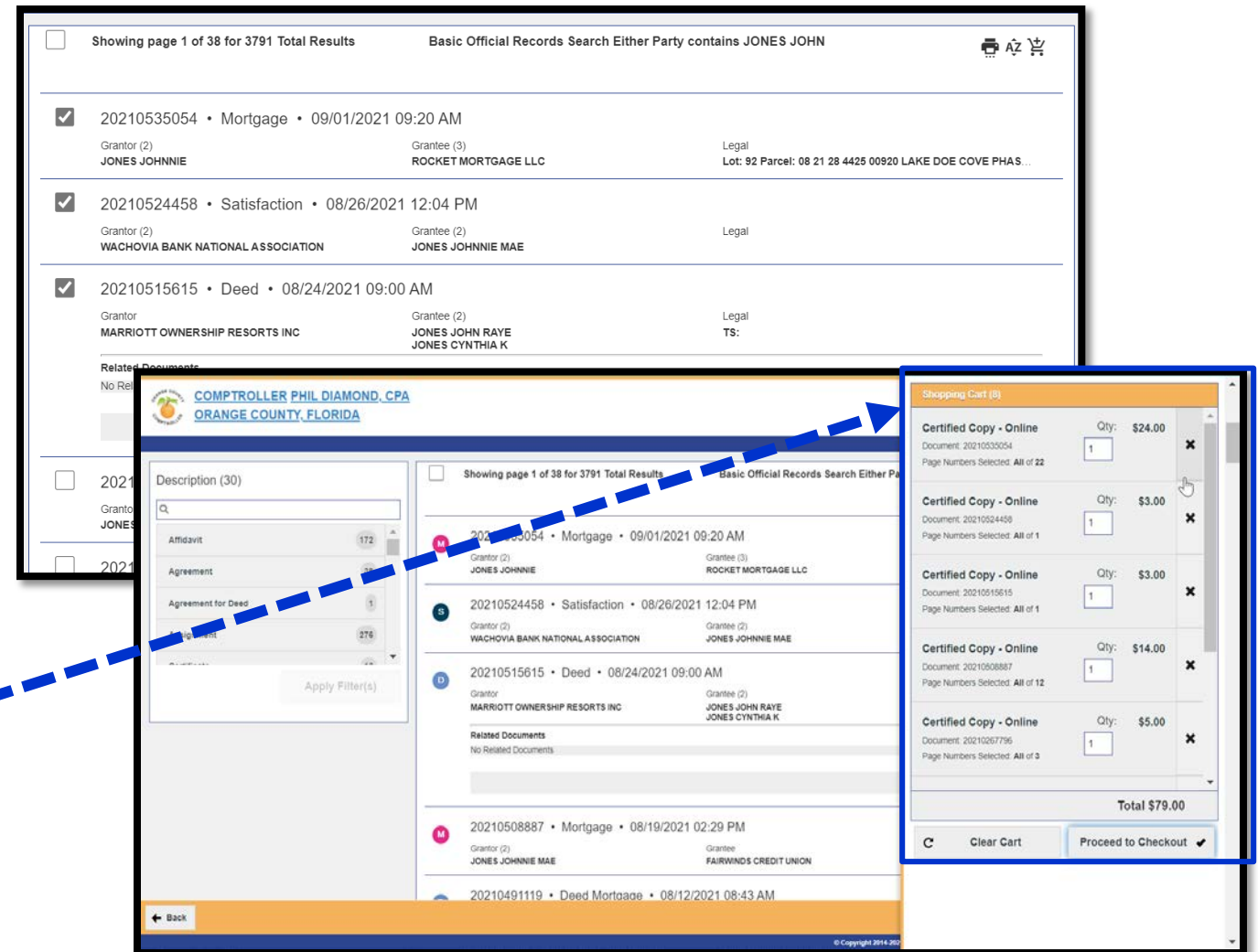
Note: Each document added to the cart reflects a quantity of one (1) document, including all pages. For example, if a document containing three pages is added to the cart, the quantity will reflect a total of $5.00 ($1.00 per page + $2.00 certification fee).

PURCHASE CERTIFIED COPIES

From View Image Page

Click the **Purchase** button located above the image on the right.

A purchase pop-up box will appear.

Select the number of copies to be purchased. Click **Cancel** at the bottom left of the pop-up box to cancel the purchase and return to view image.

Notes:

➢ The Pages & Page Range fields are unavailable as only complete documents are available to be certified.

➢ Each document added to the cart reflects a quantity of one (1) document, including all pages. For example, if a document containing three pages is added to the cart, the quantity will reflect a total of $5.00 ($1.00 per page + $2.00 certification fee).

CHECKOUT

Click **Proceed to Checkout** to continue the purchase.

1. View the shopping cart items, description and quantity.
2. Edit the number entered in the **Qty.**, if necessary.
3. Click the **X** icon to remove an item from the shopping cart.

CHECKOUT: PAYMENT METHOD

- **From the Payment Method dropdown, select the payment method "credit card."**
- Enter the customer's name in the **Name** field.
- Enter the customer's email address in the **Email Address** field.
- Enter the customer's phone number in the **Phone Number** field.
- Enter the first line of the customer's shipping address in the **Address 1** field.
- Enter the second line of the customer's shipping address in the **Address 2** field, if applicable.
- Enter the customer's shipping address city in the **City** field.
- Enter the customer's shipping address state in the **State** field.
- Enter the customer's shipping address zip code in the **Zip** field.
- Click **Place Your Order** to complete the order.
- Click **Continue Shopping** to exit the cart and continue shopping.

Customer Information

Name *

Jane Doe

Email Address *

JaneDoe000@gmail.com

Phone Number *

407-222-2222

Shipping Information

Address

Address 1 *

632 Maple Lane

Address 2

City *

Orange City

State *

FL

Zip *

34777

CHECKOUT: BILLING & PAYMENT INFO

Complete the **Billing Information:**
- Name
- Address
- Zip

Note: Address must match the billing address for your credit card.

Complete the **Payment Information:**
- Payment Method
- Card Number
- Exp. Date

Click the "I'm not a robot" box and submit your order.

You will receive an email confirming your order and the estimated fees.

Once we have processed your order, you will receive a receipt and certified documents in separate emails.

BILLING INFORMATION

Time left: 5 minutes, and 49 seconds

(Must match the billing address for your credit card)

Name: _____ *

Address: _____ *

Zip: _____ *

PAYMENT INFORMATION

Payment Method: Select... *

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

✓ SUBMIT   ⟳ CLEAR FORM   ⟳ CANCEL

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