

# **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 services is \$10.00 per name acknowledged**, 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 your current address

### Line (3)

Fill in the address where you resided at previously

### Line (4)

Fill in the address(es) of any residence(s) you may have, in addition, to your current place of residence

### Line (5)

Sign and legibly PRINT the name that you signed

## **RECORDING YOUR DOMICILE**

**Your Domicile must be notarized before it can be recorded.** You may record your Domicile through the mail or in person.

### **Mail to:**

Bay County Clerk's Office  
Recording Dept.  
300 East 4<sup>th</sup> Street · P.O. Box 2269  
Panama City, FL 32402-2269

- Include a self-addressed, stamped envelope for the return of the document after processing.
- The recording fee is \$10.00 for a one page document and \$8.50 for each additional page you may attach
- **We don't accept personal checks**, so please make the cashier's check or money order payable to **CLERK OF THE COURT, BAY COUNTY**
- Once the document is recorded you can obtain free copies at our website [www.baycoclerk.com](http://www.baycoclerk.com) or if you want a certified copy of the recorded document, in addition, to the recorded original we will send you, add \$3.00 to your payment for each certified copy requested.

### **In Person:**

300 East 4<sup>th</sup> Street, Room 101  
Panama City, FL 32401

- The Recording Department is open Monday through Friday (except holidays) from 8:00 a.m. to 4:30 p.m.
- If you wish to have your Domicile notarized at our office, add \$10.00 for each signature on the document. Cash, Money Order, Cashier's Check or Credit Card are acceptable. To use your credit card, a \$2.50 processing fee will apply.
- You will receive the original recorded document back at the time of recording.