

INSTRUCTIONS FOR COMPLETING DECLARATION OF DOMICILE FORM

All information must be typewritten or legibly printed.

The Declaration of Domicile form **must be** notarized. You may use the Notary Public of your choice.

1. Do not sign your name(s) at the bottom of the form until you are physically present in front of the Notary Public.
2. Have your identification available for the Notary Public to examine. If you are a United States citizen, you may use a valid Florida Driver's License or a passport. Picture ID must be provided. If you are a citizen of another country, you must present your resident alien (green) card and another form of photo ID, such as a Florida Driver's License or State-issued ID.
3. In the first blank space on the form, under which appears (date of arrival), write the date you first moved to Florida to live permanently.
4. In the second blank space, following "I am, at the time of making this declaration, a bona fide resident of the State of Florida residing at," put your *current* address.
5. In the third blank space, following the words, "I formerly resided at," write the address of the place you lived *before* you moved to Bay County. This can be anywhere – another state or another country.
6. In the fourth blank space, following the sentence which ends, "and the place or places where I maintain another of other place or places of abode are as follows," put the address or addresses of any homes you own in other places, such as a vacation home or a home in another state or country.
7. Stop after completing the fourth blank space. Do not finish the form until all parties who need to sign the form are present before a Notary Public.

If you require a certified copy of the document to file for Homestead Exemption or for another purpose, then include an additional \$3.00 for the copy and certification and a self-addressed, stamped envelope for the certified copy to be sent to you. **If you need the certified copy right away, you should go in person to the recording office.**

Prepare your check payable to *Bill Kinsaul, Clerk of Circuit Court*. A one page Declaration of Domicile costs \$10.00 to record. If you want a certified copy mailed to you immediately, include an additional \$3.00. If you are unsure of the fees and are recording in person, wait till you get to the Clerk's Office to complete your check. If you are mailing a notarized Declaration of Domicile to the Clerk, mail to:

**Bay County Clerk of Circuit Court
Attn: Recording Department
300 E 4th Street
Panama City, FL 32401**