



# Clerk of the Circuit Court and County Comptroller

Sarasota County, FL

## Request for Removal of Military Separation Forms from the Official Records (F.S. §119.07)

**DISCLAIMER:** Please be advised that your request is not retrospective. Copies of the Public Record may have been disseminated prior to your request. It is the responsibility of the Requestor to notify the Office of the Sarasota Clerk and Comptroller of any additional or future documents the requestor desires exempt status.

**NOTE / INSTRUCTIONS:**

- Failure to provide complete and accurate information may result in an inability to process this request.
- This request requires the Requestor to appear in person, with identification, at the Sarasota Clerk and Comptroller's Public Access Department.

**SARASOTA:** Sarasota County Historic Courthouse  
 2000 Main Street  
 Sarasota, FL 34237  
 1<sup>st</sup> Floor, Room 103

**VENICE:** R.L. Anderson Administration Center  
 4000 S. Tamiami Trail  
 Venice, FL 34293  
 2<sup>nd</sup> Floor, Room 222

**Requestor Contact Information**

Printed Name (*print legibly*): \_\_\_\_\_

Relationship to Veteran:  Self  Widow(er)  Personal Representative  Guardian  Attorney

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Military Separation Record Information**

As the Requestor, I understand that the removal of this document from the Official Records is permanent and that no further record will exist in the Official Records of Sarasota County.

Name of Veteran: \_\_\_\_\_

Official Records Instrument Number: \_\_\_\_\_

Book and Page Number (if applicable): \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:** Request No. \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Documents Prepared by: \_\_\_\_\_

Media	Distribution: Sent to Date:	Distribution: Sent to Date:	Distribution: Sent to Date:
Case Management			
Official Records			
Paper			
Microforms			
Internet			
Original to Records Manager	Completed:		