

City Clerk's Office
11 N. 3rd St.
Jacksonville Beach, FL 32250
(904)247-6250
cityclerk@jaxbchfl.net



City of Jacksonville Beach
Lien Certificate Request Form

Please complete the form below to request a Lien Certificate. If there is more than one parcel, use a new form for each request. **Cost per parcel is \$40, paid by cash or check, and payment must accompany request.** Please allow 3-5 business days for processing. The completed certificate will be emailed to the address provided. Thank you!

Company Requesting

Name of Company: _____

Mailing Address: _____ Phone: _____

Person Requesting: _____ E-mail: _____

Property Information

Property Address: _____ RE/Parcel ID: _____

Current Owner(s): _____

*****City Clerk's Office Use Only*****

Payment: Cash _____ Check # _____ Initials _____
