



The Office of Tiffany Moore Russell
Orange County Clerk of Courts
425 North Orange Ave, Suite 260
Orlando, FL 32801

Issued Date: February 28, 2018

Request for Proposal (RFP)

Marriage License Index

RESPONSES DUE: March 30, 2018, at 4:00 p.m. Eastern Time

The Mission of Orange County Clerk of Courts is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

Orange County Clerk of Courts pursues excellence through efficiency and effectiveness.

Financial Services Division Purchasing Contact:
Cathy Baca, Purchasing Specialist
425 North Orange Ave, Suite 260 Orlando, FL 32801
Voice: 407-836-2214
Email: Cathy.Baca@myorangeclerk.com

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

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1 Request for Proposal, Business Overview and Introduction

Orange County Clerk of Courts is a constitutional office that serves the citizens of Orange County, Florida and has approximately 415 employees. Our main work site is the Orange County Courthouse with 84% of the workforce population at this location and the remaining workforce at seven outlying locations and branch offices, all within the boundaries of Orange County, Florida. As the custodian of court records for the 9th Judicial Circuit Court, the Orange County Clerk of Courts maintains more than 41 million digital court documents as well as millions of paper records. We are charged with collecting court fines and fees in Orange County civil, criminal and traffic cases and distributing the funds to the appropriate local and state agencies. In addition to our ministerial role in Orange County, the Clerk's Office works to provide assistance to customers through our Self Help Center and other community outreach programs.

The Orange County Clerk of Courts, herein after referred to as OCCC, is seeking proposals from responsive, responsible, highly qualified, and experienced vendors of creating a Marriage License Index. Competitive proposals for the project are being sought. This solicitation will be administered by the Financial Services Division of the OCCC.

This Request for Proposal seeks vendors who can create a Marriage License Index that will substantially meet the technical requirements and the business requirements of the operational business areas of the OCCC as set forth in this document. Respondents interested in submitting a proposal must comply with all of the terms and conditions described in this RFP.

2 Submission Details

2.1 Submission Deadlines

Request for Proposal Timeline of Events

Request for Proposal released to Public Vendors	February 28, 2018
Written Questions from Prospective Vendors Due	March 9, 2018
Distribute Answers to Vendor Questions	March 16, 2018
Submit Final RFP Proposal by 4 PM EST	March 30, 2018
Vendors notified	Contingent on Clerk Sr. Staff approval
Contract Negotiated and Executed by vendor & OCCC	May 4, 2018
Anticipated Launch of project	May 11, 2018

2.2 Submission Questions, Clarifications, and Responses

Any and all questions concerning conditions and specifications in this RFP and responses submitted must be in writing via email and addressed to the following person:

Cathy Baca, Purchasing Specialist
 Orange County Clerk of Courts
 Financial Services Division
 425 North Orange Ave, Suite 260 Orlando, FL 32801
 Voice: 407-836-2214
 Email: Cathy.Baca@myorangeclerk.com

All responses to vendor questions will be posted on the OCCC's website located at [MyOrangeClerk.com Website](http://MyOrangeClerk.com).

The Purchasing Specialist is the sole point of contact from the date of the release of this RFP until the contract award is made. Questions must be received no later than 5:00PM ET (local time of Orlando, FL). Questions and/or requests submitted in facsimile will not be accepted.

2.3 Electronic Submissions

Electronic submission in response to this Request for Proposal is the preferred method and must be emailed to: Cathy.Baca@myorangeclerk.com

Document standards:

- All responses must be submitted as:
 - Word or Excel, if applicable, created on a Windows Platform;
 - or Adobe Acrobat format, file name should end in “.pdf”;
 - .zip files are also acceptable.
- Inbound emails to the OCCC are limited to less than 30 MB.

It is the sole responsibility of the vendor to ensure that all electronic submissions are received by the Purchasing Specialist. The Purchasing Specialist will confirm receipt of your submitted proposal by replying to the sender via email.

OCCC may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in the proposals received as a result of this RFP. OCCC also reserves the right to request clarification of information from any Proposer. OCCC is not obligated to accept the lowest priced proposal. Additionally, OCCC shall have the right to cancel a solicitation and/or reject all bid/proposals and authorize the entire transaction to be re-solicited.

3 Specifications

3.1 Scope of Work

The OCCC requests that a Marriage License Data Index be created from PDF files to enable faster retrieval of Marriage Licnese images from archive. The PDF files are images of marriage licenses converted from microfilm images.

3.2 Mandatory Requirements

The Marriage License Index must be created using a Microsoft SQL database 2012 or above from the PDF/A/2u Marriage License Images. The marriage license images were created from 167 rolls of microfilm and are stored in a hierarchal directory structure. Each directory represents a single roll of film and contains individual license images, or parental consent affidavits, sequentially numbered according to how they appeared on the original microfilm. The total library consists of 468,272 Marriage License archival images that display from one to as many as six unique issued licenses. The estimate of actual licenses in the image library is 550,000. There currently exist no index between the Marriage Licenses themselves and the identifying meta data that will allow for rapid retrieval. Presently this is a labor-intensive retrieval process. (screenshots of one complete research example are available if requested to inform on the current retrieval process) What is being requested is the capture of meta data specific to each marriage license pdf image as annotations for later indexing into a searchable database. The pdf annotation software used must be capable of capturing the annotations in a unique layer that lends the images, and the annotations, to compiling the data into an index to facilitate rapid retrieval of a single image. Depending on the year of the marriage license, the annotation shall capture the following as available; year of application and / or year of issuance, last name of the bride, last name of the groom. For any annotations where exact spelling or date is in question, the

annotation will include an (*) asterix at the end of the annotation to identify a correction will be necessary by OCCC. (See example in appendix D).

3.3 Detailed Requirements

The vendor must provide in detail their approach in creating a Marriage License index using the Marriage License images provided on media acceptable to the vendor. Please include a cost estimate that includes the breakdown of cost per annotation. Please indicate if work will be completed on location or at an offsite location. Please provide detailed requirements in an organized manner for Project Milestones, Deliverables & Timeline, Software Functionality, Hardware Requirements, Labor and any Product Pricing.

3.4 Additional Specifications

The following are additional specifications for services related to the selected vendor(s):

1. If work is done on-site, all vendor personnel entering secured areas shall submit to, and are required to pass, an Orange County Sheriff's Office criminal background check prior to reporting to any OCCC occupied facility.
2. All data and images stored within/by/or made a part of relating to the OCCC remains the property of OCCC in perpetuity.
3. Chosen vendor shall not use or share OCCC data for anything other than providing the services being solicited in this RFP.
4. Chosen vendor shall not use the OCCC name for future marketing or sales of chosen vendor's products and/or services without prior written approval from OCCC.
5. The vendor should provide, if applicable, information on certifications such as Minority and Women Business Enterprise, Better Business Bureau standing, etc.
6. The vendor will complete with signature a non disclosure agreement for any data or information contained or derived from the Marriage License image library.

4 Additional Submission Requirements

4.1 Work Plan

Please provide a work plan that allows for periodic inspection by OCCC of the Marriage License Index to insure that proper indexing is occurring.

4.2 Sample Files and/or Reports

Provide sample files and/or reports to the OCCC that describes how similar work has been made in the past, and if this is the first time to do such work, then show how you plan on providing updates to the OCCC that your timeline to complete the project is on schedule. This section is limited to ten (10) pages. Responses more than ten pages may be considered non-compliant or the extra pages ignored by the evaluators.

4.3 Index

Provide an index between RFP requirements and page(s) in the proposal. Indicate where proposal requirements are addressed or satisfied accordingly in the Vendor proposal.

4.4 Vendor Profile

An executive summary highlighting the qualifications of vendor firm must be submitted. The summary should

include a named officer of the company who shall be the single point of contact for OCCC to address questions or issues relating to the performance of the contract. Where a conflict of interest may reside, provide a statement as provided in appendix A.

- 4.1 Provide an overview of your organization including number of years in business, including the year and place the company was first established.
- 4.2 Specify if your organization has any of the following designations:
 - a. Certified Minority and Women Business Enterprise (MWBE)
 - b. Certified Disadvantaged Business Enterprise (DBE)
 - c. Verified Veteran-Owned Small Business (VOSB)
 - d. Verified Service-Disabled Veteran-Owned Small Business (SDVOSB)
- 4.3 The size of the company per year in terms of locations and staff numbers for the last five years.
- 4.4 The history in sales and revenue over the last five years: product sales, showing growth of business (local, regional and global).
- 4.5 Information on the organization statistics (e.g., geographic distribution, market share, reputation, company highlights, etc.).
- 4.6 Information as to whether the organization is independent or part of a larger conglomerate. If the latter, details on the holding company.
- 4.7 Information of any company that merged with or was purchased by the organization or if the company was acquired and when.
- 4.8 Audited financial statements of your company for the past two years, or similar documentation showing financial health.
- 4.9 What percentage of revenues does this offered product represent to your company versus other products and/or services?
- 4.10 Do you have third-party partners that meet any of the above designations? If so, please provide specifics.

5 References and Litigation

5.1 References

Submittal must include at least three (3) references for related projects or services of similar magnitude, including:

- Individual contact name
- Name of the company
- Phone number
- Date of engagement with the client

OCCC reserves the right to contact the references prior to awarding the contract.

5.2 Litigation

Disclose any information regarding any pending or previous litigation and administrative proceedings within the last ten (10) years regardless of outcome filed by or against this company or its predecessors. This is to include the case name, court and case number, court location, and a description of the case and the outcome.

6 Licenses, Certificates, and Insurances

Prior to the time vendor is entitled to commence any part of the project, work, or services under this contract, vendor shall procure, pay for, and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to OCCC of (1) certificate of insurance executed by the insurers listing coverage and limits, expiration dates, and terms of policies and all endorsements whether or not required by OCCC, and listing all carriers issuing said policies; and (2) a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this contract.

1. Professional Liability Insurance (including Errors and Omissions) with minimum limits of one million dollars (\$1,000,000) per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage". Vendor shall submit annually to OCCC a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.
2. Comprehensive Insurance covering employee dishonesty and theft, disappearance and destruction of money and securities with minimum limits of two hundred fifty thousand dollars (\$250,000) per occurrence.

Each insurance policy shall include the following conditions by endorsement to the policy:

- Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage or limits, a notice thereof shall be given to OCCC via email to Cathy.Baca@myorangeclerk.com. Vendor shall also notify OCCC, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said vendor from its insurer; and nothing contained herein shall absolve vendor of this requirement to provide notice.
- Companies issuing the insurance policy, or policies, shall have no recourse against OCCC for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of vendor.
- The term "Clerk" shall include all authorities, divisions, departments, and offices of OCCC and individual members, employees thereof in their official capacities, and/or while acting on behalf of OCCC.
- The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by OCCC to any such future coverage.
- Vendor hereby waives subrogation rights for loss or damage against OCCC.
- The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract.
- Provide a Certificate of Drug-Free workplace program, (see appendix B).

7 Orange County Clerk of Courts Responsibilities

The OCCC will provide the following in support of the RFP process to the qualified vendor(s):

- If OCCC determines part of the selection process will include vendor demonstrations for their proposed applications, OCCC may provide the facilities, webex logon, and/or scheduling for such demonstrations.
- All questions/answers will be made available to all prospective vendors via a subsequent document posting to the Clerk's Internet site during the submission period.

The OCCC shall provide the following in support of the project to the vendor(s) awarded the contract:

1. Access to in-house project contact persons.
2. Copy of OCCC dress code and code of conduct policies, and holiday schedule.

8 Cost and Fee Arrangement

The vendor must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposal.

Responses should include a breakdown of rates, fees and charges for services, by section where applicable and for total project including implementation support and any on-going maintenance expense and the basis for such expenses if applicable. Vendor should propose expected payment schedule within RFP. The payment schedule will be finalized at time of contract execution.

9 Terms and Conditions

This RFP is an invitation by OCCC for potential vendors to submit a proposal, which may be subject to subsequent discussion. Submittal of a proposal does not create any right in or expectation to a contract with OCCC. OCCC reserves the right to reject any or all proposals and further declares that it shall incur no financial obligations for any costs by any company in preparation of their proposal. OCCC may award sections individually or collectively, whichever is in its best interest.

9.1 Addendum and Amendments to Request for Proposal

The OCCC reserves the right to modify this RFP by issuing addenda. Any and all addenda to this RFP will be issued in writing and will be posted on the [Orange County Clerk](#) and [Orange County Government](#) websites. It is the responsibility of the Respondent to check for any changes on these sites. Addenda requiring acknowledgement must be signed and included in the RFP Proposal, (see appendix C).

9.2 Invoice and/or Remittance Procedures

The OCCC payment terms are within 30 days of receipt of invoices. Invoices for payment may be submitted by email to: Amy.Ragazzini@myorangeclerk.com

Invoices for payment may also be mailed to :

Orange County Clerk of Courts
Attn: Financial Services Division
425 N. Orange Ave
Ste 260

Orlando, FL 32801

10 Termination Clause

OCCC shall have the right to terminate the Contract at any time, upon 30 days written notice to the service provider, whenever OCCC determines that the performance of the vendor is unsatisfactory, whenever the funds are not appropriated by OCCC to pay for such services, or for cause of the convenience of OCCC.

11 Selection Criteria

To be considered, a vendor must be an established vendor of requested services. The vendor should be able to demonstrate that its recommended solutions have been successfully implemented in other organizations of similar size and meet the requirements. Selection is not based solely on the lowest cost proposal and OCCC reserves the right to utilize a phased approach in the evaluations.

Members of OCCC's selection team shall evaluate each submitted proposal to recommend a contract for one firm to the Clerk of Court or designee for final approval.

All proposals submitted will be evaluated using the following criteria at a minimum:

1. *Compliance with the RFP.*
2. *Specifications, Work plan, Sample Files and/or reports, index.*
3. *References*
4. *Cost*

12 Confidentiality Statement

The Orange County Clerk of Courts, being a government entity doing business within the State of Florida, is obligated under the "Sunshine Laws" to provide any information other than that deemed confidential or proprietary under the same Laws to any individual making a public records request for such information.

Selected vendor(s) and all sub-contractors of selected vendor(s) shall be required to sign a standard non-disclosure agreement addressing information/content deemed confidential or proprietary if there is not already one on file.

13 Right to Audit Records and Custody of Public Records

In the performance of this Agreement/Contract awarded as a result of this Request for Proposal process, the vendor shall keep and maintain books, records, and accounts of all activities related to the Agreement in compliance with generally accepted accounting procedures. The vendor is required to comply with Section 119.0701, F.S. (2016) without limitation and is considered a custodian of public records with regard to any and all records relative to this contract.

Florida Statute 119.0701 states that "each public agency contract for services entered into or amended on or after July 1, 2016, must include the following substatement... identifying the contact information of the public agency's custodian of public records in at least 14-point boldfaced type:

HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).”

The contract between the vendor and OCCC must include this statement, in the format described in the previous paragraph.

In addition, Florida Statute 119.0701 requires each public agency contract for services to include “A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.”

The contract between the vendor and OCCC must include the provisions described in the previous paragraphs. If a bidder is unwilling to include these provisions in the contract, the bid will be deemed non-responsive.

14 Protest and Lobbying

14.1 Protests

It is OCCC policy and intent to encourage an environment that promotes fair, open and competitive bidding for the procurement of goods and services consistent with applicable laws, policies and procedures. OCCC’s method for affecting this practice is to give fair and timely evaluation to any qualified prospective vendor, proposer, supplier or contractor applying for consideration via the Request for Quote or Request for Proposal process.

In awarding contracts as defined by the OCCC Purchasing Policy, the OCCC shall have the discretion to utilize its business judgment to determine the most responsive and responsible vendor consistent with its procurement policies regarding sourcing, negotiating and awarding contracts. All contract award and non-award notifications are provided in writing to the respective parties.

In the event that a proposer wishes to dispute a bid award and issue a protest they must follow the guidelines as defined in the following procedure:

- A. Any proposer who wishes to dispute an award must file a notice of protest with the OCCC Purchasing Specialist within 72 hours of having received the email notification of the award decision. Intervening holidays and weekends are excluded in computing the 72-hour period.
- B. Subsequent to the filing of any notice to protest, a bond and formal written protest must be filed no later than 5:00 p.m. Local Time on the tenth (10th) day after the notice of protest is filed. Intervening holidays and weekends are counted in computing this period. The formal protest must be in writing and include a detailed description of the underlying reasons for the protest. The formal written protest shall:
 - 1. Identify the protester and the solicitation involved.
 - 2. Clearly state the grounds on which the protest is based.
 - 3. Refer to the statutes, laws, ordinances or other legal authorities, which the protester deems applicable to such grounds.
 - 4. Specifically identify the relief to which the protester deems himself/herself entitled.
- C. Failure to timely file the 72-hour notice of protest and subsequent written 10-day formal written protest will constitute a waiver of the right to protest. Also, any grounds not included in the formal protest are deemed waived.
- D. Protestors must file a bond payable to OCCC as required in an amount equal to 1 percent of the estimated contract amount. The bond is non-refundable unless the vendor protesting the award prevails. In lieu of a bond, the OCCC, may accept a cashier's check or money order in the amount of the bond. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

FAILURE TO POST AN ORIGINAL BOND FOR THE REQUISITE AMOUNT AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.

- E. The following situations shall not be the basis for a protest:
 - 1. Decision to refuse to consider a bid or proposal received beyond the date/time established in the solicitation;
 - 2. The decision to cancel a solicitation.
- F. Protest hearing will be scheduled before the OCCC Protest Administration Committee, consisting of the Purchasing Specialist as Chairman of the meeting, and decision-makers: Financial Services Manager, Manager of Facilities & Vendor Relationships, the Sponsor of the OCCC division issuing the solicitation, and General Counsel. The decision of this committee will be final, unless the vendor chooses to appeal directly to the Clerk (see OCCC Lobbying Procedures).
- G. Filing of a timely formal protest stops the proposal process and no final award of a contract may be made before resolution of the protest, unless the OCCC Clerk sets forth in writing particular circumstances which require the continuance of the process in order to avoid an immediate and serious danger to the public health, safety, or welfare. Fla. Stat. § 120.57(3)(c).

14.2 Lobbying

A lobbying blackout period begins upon issuance of the solicitation and continues until the OCCC selects the successful proposer/bidder. Proposers/bidders are allowed to lobby the Clerk of Courts only if a final decision has been made on their protest and if they are appealing the decision on that protest to the Clerk of Courts. Any violations of the lobbying blackout period will be grounds for disqualification.

15 Appendices

Appendix A – NOTICE OF CONFLICT OF INTEREST

Company or Entity Name

For the purpose of participating in the solicitation process and complying with the provisions of Chapter 112, of the Florida Statutes, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of Orange County Clerk of Courts:

_____	_____
_____	_____
_____	_____

The persons listed below are current Orange County Clerk of Courts employees who own an interest of ten percent (10%) or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

Name of Respondent's Organization
Representative and Date

Signature of Authorized

Print Name

Appendix C – RESPONDENT ACKNOWLEDGMENT RFP OCCC

Addendum number: _____

Date posted to OCCC: _____

Business name: _____

As the person authorized to sign this document, I certify that this firm complies fully with the Addendum acknowledgement requirements of this RFP.

Authorized Signature and Title

Date

Printed Name and Title

Appendix D - ANNOTATED EXAMPLE

1968 Mock Wood

IN COUNTY JUDGE'S COURT,
ORANGE COUNTY, FLORIDA

PARENT'S AFFIDAVIT

STATE OF
COUNTY OF

BEFORE ME THE UNDERSIGNED AUTHORITY, PERSONALLY APPEARED

James Mock AND Bernice Mock

Father's Name Mother's name

WHO BEING FIRST DULY SWORN DEPOSE AND SAY THAT they are THE PARENTS

OF THE SAID Alice Faye Mock WHO IS 19

YEARS OF AGE. AND THAT they DO HEREBY CONSENT TO THE MARRIAGE OF SAID

MINOR TO Quinton D. Wood

If the parents are divorced and one parent was given custody of minor by a court order, this affidavit must so state. A certified copy of the court order must be presented to this court.

If one parent is deceased, this affidavit must so state.

DIVORCED, have full custody. () Yes () NO. Deceased () Yes () NO.

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE
MY COMMISSION EXPIRES OCT. 29, 1971
BONDED THROUGH FRED W. DIEBELHORST

James Mock
Bernice Mock
Parents or Legal Guardian

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7th DAY OF December, 1968

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE
MY COMMISSION EXPIRES OCT. 29, 1971
BONDED THROUGH FRED W. DIEBELHORST

Henry B. Bunnell
NOTARY PUBLIC

1958 PATSCO HUGHES *

APPLICATION FOR MARRIAGE LICENSE C. J. NO. 33,809

(MAN) Name EDMUND DAVID PATSCO Address Rt. 7 Box 361D Orlando, Fla.
11-30-1913
Age 45 Color White Birthplace Scranton, Pa.

Married before? No Divorced? Where? Occupation Show Man
and

Name GERTRUDE JACQUELINE HUGHES Address Box 55, Orlando, Fla.
5-2-1921
Age 37 Color White Birthplace Buffalo, N.Y.

Married before? No Divorced? Where? Occupation Show Girl

STATE OF FLORIDA,
COUNTY OF

Before me, the undersigned authority,
personally appeared

It is expected that Justice of the Peace
Judge Duckworth

Address
will perform the ceremony.

STATE OF FLORIDA,
COUNTY OF Orange

Before me, the undersigned authority personally appeared the persons above named who, being first duly sworn, depose and say that the information given by each of them as above set forth is true and correct, and that neither of them is married at this time and that they are not related within the prohibited degree.

Edmund David Patso
Gertrude Jacqueline Hughes

Subscribed and sworn to before me this, the 17th day of November, 1958

Katherine Wensch

Notary Public, State of Florida at Large
My Commission Expires March 8, 1960
Sealed By American Fidelity Company

INSTRUCTIONS Filed and Posted 11-17-58 1958

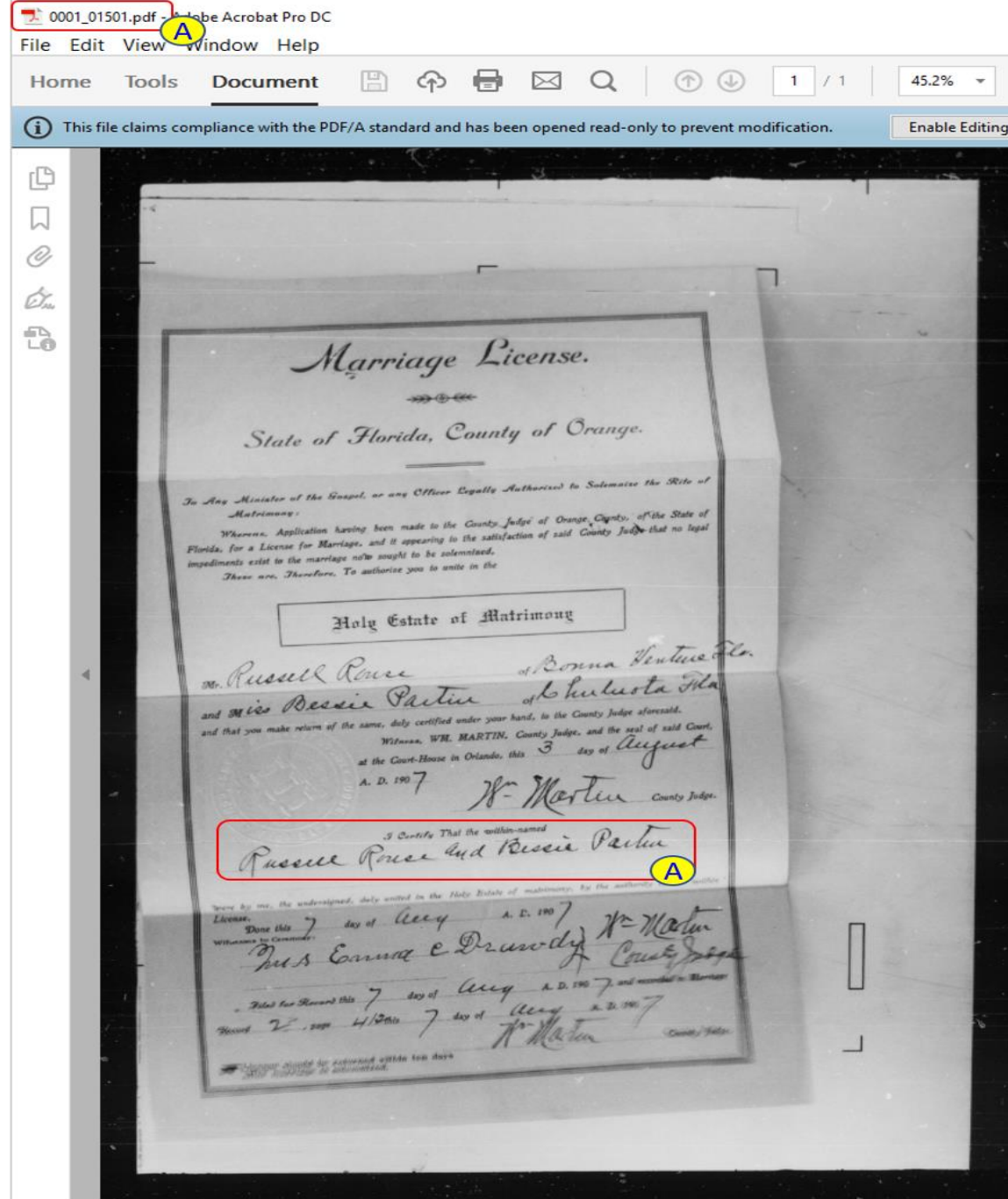
Use Check Sheet Form V. S. #302 GEORGE State of Health
Bureau of Vital Statistics

- (1) Enclose a copy of each application filed.
- (2) Enter the number of fees and show amount of money remitted.
- (3) Show the total number of original licenses recorded and enclose same.

BY *George W. Wensch, Clerk*
who being first duly sworn, depose and say that he the parent of the said who is years of age, and that he do hereby consent to the marriage of the said to

Subscribed and sworn to before me this, the day of, 19

Appendix E – SAMPLE MARRIAGE LICENSE WITHOUT ANNOTATION



Appendix F – FILE STRUCTURE OF IMAGE LIBRARY

File Explorer window showing the directory structure:

Path: << cwpseaa01 > MLArchive > MarriageLicenses > Single Page PDFs > Orange County Clerks 071217 Box 1 > 0001

Name	Date modified	Type	Size
0001_01478	7/20/2017 8:19 PM	Adobe Acrobat D...	1,698 KB
0001_01479	7/20/2017 8:19 PM	Adobe Acrobat D...	1,491 KB
0001_01480	7/20/2017 8:19 PM	Adobe Acrobat D...	1,656 KB
0001_01481	7/20/2017 8:19 PM	Adobe Acrobat D...	1,459 KB
0001_01482	7/20/2017 8:19 PM	Adobe Acrobat D...	1,510 KB
0001_01483	7/20/2017 8:20 PM	Adobe Acrobat D...	1,546 KB
0001_01484	7/20/2017 8:19 PM	Adobe Acrobat D...	1,548 KB
0001_01485	7/20/2017 8:20 PM	Adobe Acrobat D...	1,741 KB
0001_01486	7/20/2017 8:20 PM	Adobe Acrobat D...	2,823 KB
0001_01487	7/20/2017 8:20 PM	Adobe Acrobat D...	1,677 KB
0001_01488	7/20/2017 8:20 PM	Adobe Acrobat D...	1,392 KB
0001_01489	7/20/2017 8:20 PM	Adobe Acrobat D...	1,696 KB
0001_01490	7/20/2017 8:20 PM	Adobe Acrobat D...	1,445 KB
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