Schedule of Fees

**Effective January 2, 2020**

**SENDY PEREZ, County Clerk-Recorder**



**County of Glenn**

**516 West Sycamore Street, 2nd Floor**

**Willows, California 95988**

**Telephone: (530) 934-6412**

**FAX: (530) 934-6571**

**C**ounty **C**lerk-**R**ecorder

**e**lections

**C**ommissioner of **C**ivil marriages

All items requested to be conformed and returned **Must** be accompanied by a self-addressed, stamped envelope.

Deputy County Clerk/Recorders are prohibited from practicing law and therefore cannot give legal advice.

[Government Code Section 24004]

A $25.00 charge will be imposed on any check offered for payment which is returned without payment.

[Government Code Section 6157]

|  |  |
| --- | --- |
| **Information** | **Telephone Number** |
| Birth Certificates | 934-6412 |
| Death Certificates | 934-6412 |
| Marriage Licenses | 934-6412 |
| Fictitious Business Names | 934-6412 |
| Elections | 934-6414 |

**CLERK FEES**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | 64900  Clerk’s  Fee | Recorders  Fee |  |  |  |  | Total  Fee |
| **NOTARY PUBLIC BONDS** | |  |  |  |  |  |  |  |  |
|  | Filing and recording bond of notary public. [Bond must show name and address of party to whom bond is to be returned to after recordation.]  [GC 8213 , 26849.1, 27361.4] |  | 7.00 | 14.00 |  |  |  |  | 21.00 |
|  |  |  |  |  |  |  |  |  |  |

**PROCESS SERVERS, PROFESSIONAL PHOTOCOPIERS, LEGAL DOCUMENT ASSISTANT**

**and UNLAWFUL DETAINER ASSISTANT**

1. Filing a certificate of registration or renewal certificate as a registered process server. 100.00

[A $2,000 surety bond or cash deposit is required at time of filing certificate. Clerk to provide ID Card]

(B&P 22352 & 22353) [$8.00 1st page and $3.00 each additional page for Recording Fee-Bond]

2. Filing a certificate of registration or renewal certificate as a registered Professional Photocopier.

a. Fee is $100.00 when person is also registered as process server 175.00

b. A $5,000.00 surety bond or cash deposit is required at time of filing certificate. ID Card [with photo supplied by registrant

will be provided by clerk.] 175.00

(B&P 22450 & GC 11370.3)

3. Filing a certificate of registration or renewal certificate as a registered Legal Document Assistant or Unlawful Detainer Assistant……………….. 175.00

(A $25,000.00 surety bond or cash deposit is required at time of filing certificate. Clerk will provide 1 ID Card)

($8.00 for the 1st page and $3.00 for each additional page for Recording fee of the Bond) (B&P Code § 6400)

4. Fee for each additional ID Card issued. (B&P 22450 & GC 11370.3) 10.00

**FICTITIOUS BUSINESS NAME STATEMENTS**

1. Filing and indexing a fictitious name statement or renewal, including any affidavit of publication and furnishing one certified copy

of statement.

a. the first name on the statement and the name of one registrant 25.00

b. for each additional business name on the statement [must be doing business at same location] 5.00

c. for each additional name on the statement 5.00

(B&P 17929(a) & 17929(b))

2. Filing and indexing a statement of abandonment of use of a fictitious business name, including any affidavit

of publication. (B&P 17929(c)) 25.00

3. Filing and indexing a statement of withdrawal from partnership operating under a fictitious business name, including any

affidavit of publication. (B&P 17919(d)) 25.00

4. Filing a affidavit of publication of a notice of dissolution of partnership. [15035.5 Corp C 26850 GC] 2.25

5. Fictitious Business Name Statement List (per page)…………………………………………………………………………………………………………………………………………… .20

**CERTIFICATION AND COPY FEES**

1. Preparing photocopy of first document, per page [26831 GC] .50

2. Certifying a copy of paper on file in the Clerk’s Office [ 26833 GC] 1.75

3. Certificate of authority of Notary Public [26836 GC] 1.75

4. Conflicts of interest statement, reproduction [per page]. [81008 GC] .10

(Copies off of the Law Library Computer)

5. Processing fee of Translation Certification [GC 27293]…………………………………………………………………………………………………………………………… 10.00

**ADMITTED SURETY INSURERS**

1. Filing a power of attorney or revocation for an admitted surety insurer. [26855.1 GC]

a. One name 3.50

b. Two or more names designated on the same power of attorney, each name. 2.25

2. Filing a financial statement of an admitted surety insurer. [26855.2 GC] 3.50

3. Issuing certificate that corporate sureties certificate of authority has not been surrendered, revoked, etc. [26855.3 GC 1057a CCP] 3.50

**MISCELLANEOUS**

1. Fish & Game Filing Fee -- Clerk’s portion [Ord 976] 50.00

**ELECTION FEES**

|  |  |  |
| --- | --- | --- |
| **Type of Service** | **Authority** | **Fee** |
| Registration of Voter | 318 EC | No Fee |
| Certified Copy of Voter Registration Card | EC 2167 | 1.50 each |
| Wallet Size Travel Card | GC 26831 | 5.00 each |
| Statement of Vote Report | GC 28631 | 1.00 per page |
| Copies of Reports or Statements, Political Reform Act, per page | GC 81008 | .10 per page |
| Preparing copies of any record, proceeding or paper by photographic process, 8 1/2 x 13” or fraction thereof. | GC 26831 | .50 per page |
| Certification Fee (other than voter registration) | GC 26833 | 1.75 per document |
| Searching records or files | GC 26854 | 5.00 per year |
| Maps - Supervisorial or Precinct | Board Order | 5.00 each |
| Set up charge for computer generated materials | GC 26831 | 25.00 |
| Computer Printouts | Board Res. #85-14 | 1.25 per page |
| Voter Index - for candidates & committees  Alphabetical List Only (two maximum) | EC 2184 | .50 per 1,000 names  or a fraction thereof |
| Voter Indexes - Special Requests  (ie. street, district, updates) | GC 26831 | .50 per page + set up  charge |
| Mailing Labels for each voter | Board Res. #97-148 | 30.00 per 1,000 names or a  fraction thereof + set up charge |
| Mailing labels for each voting household | Board Res. #97-148 | 30.00 per 1,000 names or a  fraction thereof + set up charges |
| CD of Voter Information | Board Res. #97-148 | 25.00 each disk + set up  charge |

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|  | | | County Domestic Violence Programs Fund | | State Registrar Vital Statistics | 64900  Clerk’s  Fees | | County Recorder Fee | County Property Tax Reduction Fund | | | Family  Mediation | | Total  Fees | |
|  | **MARRIAGE LICENSES** | |  |  | |  |  | | |  |  | |  | |
| 1. | | Issuing a marriage license [26840,26840.7 GC W&I Bd Res. 80-107 Sup. Ct. Order 1980] | 21.20 | 3.00 | |  | 19.80 | | | 7.00 | 5.00 | | 56.00 | |
|  | |  |  |  | |  |  | | |  |  | |  | |
| 2. | | Issuing an authorization for performance of a marriage pursuant to CC 4213 to the parties to be married or any person authorized by law to administer oaths. [4213.1 CC 26840.1, 26840.3, 26840.8 CC 18305, W&I Res 80-107 Sup Ct. Order] | 21.20 | 4.00 | |  | 29.80 | | |  | 5.00 | | 60.00 | |
|  | |  |  |  | |  |  | | |  |  | |  | |
| 3. | | Issuing a duplicate marriage license and certificate of registry of marriage to the person solemnizing the marriage where the original certificate was lost or destroyed after the marriage ceremony but before the filing with the county recorder. Affidavit must be filed with the County Clerk. [4203 CC] |  |  | |  | 5.00 | | |  |  | | 5.00 | |
|  | |  |  |  | |  |  | | |  |  | |  | |
| 4. | | Issuing marriage license outside normal business hours. [County Ord.] | 21.20 | 2.00 | | 5.00 | 19.80 | | | 7.00 | 5.00 | | 60.00 | |
|  | |  |  |  | |  |  | | |  |  | |  | |
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**SCHEDULE OF COUNTY RECORDER’S CHARGES IN GLENN COUNTY**

**TELEPHONE [530] 934-6412**

**REGULAR RECORDING FEE – GC 27361**

1. First Page (8 1/2” x 11”) 14.00 Each additional page (8 1/2" x 11") (GC 27361(a)) 3.00

Non Standard Form Size fee (GC 27201, GC 27361.5 & GC 27361 (a)) (per page) 3.00

2. Penalty print (GC 27361 (a) (1)) 1.00

3. Combined documents (GC 27361.1) (Each Additional Title) 14.00

4. Preliminary Change in Ownership Report (Fee Charge if not submitted with recording (R & T 480.3(b))…………………………………… 20.00

5. Additional Fee for Involuntary Liens (GC 27297.5)

First defendant (in addition to basic recording fee) 5.00

Each additional defendant 2.00

6. Release State & County Tax Lien (GC 27361.3) 20.00

7. SB2 Atkins (Per document if it applies) ………………………………………………………………………………………………………………………………………………………….. 75.00

**DOCUMENTS REQUIRING ADDITIONAL INDEXING**

1. Each additional reference indexed (GC 27361.2)............................................................................................................................................. 1.00

2. Additional Names (GC 27361.8) (Per group of 10 names or a fraction thereof)… ……………………………………………………………………………. 1.00

**COPIES – GC 27366**

1. Each Page 1.50

2. Assessor plats 1.50

3. Certification (GC 27364) 2.00

4. Maps - EACH PAGE (GC 27372) 1.50

**VITAL RECORDS, BIRTHS, DEATH & MARRIAGE -- H&S 103605**

1. Birth [Government Agency] 19.00

2. Birth [Non-Governmental Agency] 25.00

3. Death 21.00

4. Fetal Death ……………………………………………………………………………………………………………………………………………………………………………………………….. 18.00

4. Marriage / Conf. [Governmental Agency] 11.00

5. Marriage/ Conf., [Non-Governmental Agency] 15.00

6. Amendment of Vital Records 23.00

7. Burial Permit 12.00

8. Cross Filing(Out of County Death)(County where death occurred)…………………………………………………………………………………………………………………… 16.00

9. Cross Filing(Local Death) – (County issuing burial permit) 12.00

**FINANCING STATEMENTS -- UCC 9403-9407**

1. Recording Fee -- Standard Form (2 Pages or less) (GC 12194) 10.00

Non-Standard Form (3 Pages or more) 20.00

2. SB2 Atkins (Per document)............................................................................................................................................................................. 75.00

3. Copies – each page …………………………………………………………………………………………………………………………………………………………………………………….. 1.50

**DOCUMENTARY TRANSFER TAX**

1. $0.55 per $500.00 (R&T 11911)

**FILING FEES**

1. Filing papers not to be recorded (GC 27380) 6.00

2. Filing of Maps (GC 27372)

First Page 9.00

Each additional page 2.00

SB2 Aktins (per map)………………………………………………………………………………………………………………………………………………………………………………… .. 75.00

3. 20 Day Notice (GC 27361.9)......................................................................................................................................................................... 40.00

**SEARCHING RECORDS – GC 27369 and 10606**

**VITAL RECORDS**

1. Any search of the Files and Records performed by the Custodian of Records (H&S 103650)

Birth…………………………………………………………………………………………………………………………………………………………………………………………………………… 25.00

Marriages 15.00

Death 21.00

2. General records [each year] .50

**SALE OF OFFICIAL RECORDS/ GENERAL INDEXES & FEE SHEETS**

1. Daily Title Report (F.K.A. Fee Sheets) (per page)............................................................................................................................................ .20 each

2. Fictitious Business Name Statement List (per page)……………………………………………………………………………………………………………............................... .20 each

3. CD Rom Images & Index (Per Resolution #2000-120)…………………………………………………………………………………………………………………………….. $150.00 per Month

Fee for Recording includes $1.00 per document for Micrographics (Gov’t Code 27361.4)(Res. 80-89)) /$1.00 per page for modernization(Gov’t Code 27361(c)(Res. 85-94)

$1.00 per Title E-Recording Trust (Gov’t Code 27397) $2.00 for Index out in 2 days (Gov’t Code 27361.4(c)).

**Abbreviations:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| B&P | Business and Professions Code |  | GC | Government Code |  | R&T | Revenue & Tax Code |
| CC | Civil Code |  | H&S | Health & Safety Code |  | UCC | Uniform Commercial Code |
| CCP | Code of Civil Procedure |  | CoC | County Code |  | M.O. | Board of Supervisors' Minute Order |
| W&I | Welfare and Institutions Code |  | EC | Elections Code |  | Corp C | Corporations Code |
|  | Ordinance |  |  |  |  |  |  |