

# SCHEDULE OF FEES

EFFECTIVE JANUARY 1, 2010

SHERYL THUR, COUNTY CLERK-RECORDER



## COUNTY OF GLENN

COURTHOUSE -- 526 WEST SYCAMORE STREET  
WILLOWS, CALIFORNIA 95988  
TELEPHONE: (530) 934-6412  
FAX: (530) 934-6305

COUNTY CLERK-RECORDER  
ELECTIONS  
COMMISSIONER OF CIVIL 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 \$10.00 charge will be imposed on any check offered for payment which is returned without payment.  
[Government Code Section 6157]

<b><u>Information</u></b>	<b><u>Telephone Number</u></b>
Birth Certificates	934-6412
Death Certificates	934-6412
Marriage Licenses	934-6412
Fictitious Business Names	934-6412
Passport Applications	934-6412
Elections	934-6414

## CLERK FEES

	64900 Clerk's Fee	Recorders Fee						Total Fee
<b>NOTARY PUBLIC BONDS</b>								
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	8.00						15.00

## 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. .... [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]	100.00
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..... 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.]..... (B&P 22450 & GC 11370.3)	175.00 175.00
3.	Filing a certificate of registration or renewal certificate as a registered Legal Document Assistant or Unlawful Detainer Assistant..... (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 1 <sup>st</sup> page and \$3.00 for each additional page for Recording fee of the Bond) (B&P Code § 6400)	175.00
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..... b. for each additional business name on the statement [must be doing business at same location]..... c. for each additional name on the statement..... (B&P 17929(a) & 17929(b))	25.00 5.00 5.00
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 an 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]..... (Copies off of the Law Library Computer)	.10
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.	Application for U.S. Passport County Clerk.....	25.00
	Passport Agency: Passport Book (Age 16 & Over).....	75.00
	Passport Agency: Passport Card (Age 16 & Over).....	20.00
	Passport Agency: Passport Book (Age 15 & Under).....	60.00
	Passport Agency: Passport Card (Age 15 & Under).....	10.00
	Expedited Service: (Per Application).....	60.00
	2 Passport Pictures .....	10.00
2.	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
Computer Disks of Voter Information	Board Res. #97-148	25.00 each disk + set up charge

	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	
<b>MARRIAGE LICENSES</b>								
1.	Issuing a marriage license [26840,26840.7 GC W&I Bd Res. 80-107 Sup. Ct. Order 1980]	21.20	2.00	19.80	7.00	5.00	55.00	
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
5.	Soleminization of marriage by Civil Marriage Commissioner. [26861 GC]			25.00			25.00	

**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) .....	12.00

**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] .....	10.00
2.	Birth [Non-Governmental Agency] .....	14.00
3.	Death .....	12.00
4.	Marriage / Conf. [Governmental Agency] .....	10.00
5.	Marriage/ Conf., [Non-Governmental Agency] .....	14.00
6.	Amendment of Vital Records .....	20.00
7.	Burial Permit .....	11.00
8.	Cross Filing(Out of County Death)(County where death occurred) .....	3.00
9.	Cross Filing(Local Death) – (County issuing burial permit) .....	11.00

**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.	Copies-- each page .....	1.50

**DOCUMENTARY TRANSFER TAX**

1.	\$0.55 per \$500.00 (R&T 11911)
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**FILING FEES**

1.	Filing papers not to be recorded (GC 27380) .....	7.00
2.	Filing of Maps (GC 27372)	
	First Page .....	9.00
	Each additional page .....	2.00
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 .....	14.00
	Marriage & Death .....	13.00
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 SS # Redaction Trust (Gov't Code 27301)(Res. 2008-39) \$2.00 for Index out in 2 days and for days open (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
Ord.	Ordinance				