

# Clerk-Recorder's Office

70 W. Hedding St., 1st. FL., East Wing, San Jose, CA. 95110

(408) 299-5688



## Web Information:

Info Site:

<http://sccro.org>

## Fee Schedule

### Vitals Records

Hours: 8:00 A.M. - 4:30 P.M.

Fax #: (408) 609 - 5999

#### Certificates:

Birth	Death	Marriage
\$28.00	\$21.00	\$15.00

### Marriage Services

Hours: 8:00 A.M. - 4:30 P.M.

**Note:** Couples should arrive by 4:15 P.M. for Processing

#### Marriage License Fees (Est. Total Cost): \$80.00 - \$100.00

Standard License	\$80.00
Credible Witness Fee (2 Signatures for marriage license applicant lacking proper identification)	\$20.00
Confidential License	\$83.00

#### Marriage Ceremony (Est. Total Cost): \$80.00 - \$120.00

Marriage Ceremony (in Chapel)	\$80.00
Witness Fee For couples lacking a witness (which is <b>required for all Standard</b> marriage ceremonies)	\$10.00
Express Marriage Ceremony (at Window)	\$120.00

#### Other Marriage services:

Certified Copy of Marriage Certificate	\$15.00
One-Day Deputy Marriage Commission	\$80.00
Chapel Usage Fee (per 10 minutes)	\$40.00

### Recording

Hours: 8:00 A.M. - 4:30 P.M.

#### Basic Recording Fees

	First Page	Additional Page
Standard size document fee - standard size 8.5" x 11" - Govt. Code § 27361 et seq. This includes a \$10.00 Real Estate Fraud Prevention Fee. For documents subject to Documentary Transfer Tax pursuant to GC §27388(a)(1), subtract \$10.00 fee.	\$25.00	\$3.00
Non-Standard size document penalty - maximum sheet size is 8.5" x 14" - Govt. Code § 27361 & § 27361.5 (every page of a document containing non-standard page(s) is subject to an additional \$2.00 fee)	\$3.00	--
UCC Filing 1-2 pages - Flat Rate	\$95.00	Not Applicable
UCC Filing 3 or more pages - Flat Rate	\$105.00	Not Applicable
Release of Lien by Federal Agency - Flat Rate	\$25.00	Not Applicable
Release of Lien by Political Subdivision (City, County or State, except Federal liens) - Flat Rate	\$20.00	Not Applicable
Reconveyance by a Political Subdivision (City, County or State, except Federal) - Flat Rate	\$20.00	Not Applicable

#### Other Recording Fees that may apply

	Fee
Each Conformed Copy requested ( if requested by mail, a return SASE must be included)	\$5.00
Building Homes & Jobs Act Fee (SB2) - Government Code §27388.1 (a) (1) Commencing January 1, 2018, and except as provided in paragraph (2), in addition to any other recording fees specified in this code, a fee of seventy-five dollars (\$75) shall be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded. (Please refer to this Government Code § 27399.1(a)(1) for possible exemptions that may apply. Exemptions must be cited on eligible documents)	\$75.00
Minimum	\$75.00
Maximum	\$225.00
Penalty Print - more than 9 lines per vertical inch or 22 characters per horizontal inch (per page containing small print)	\$1.00
Multi-titled Documents (per Title)	\$25.00
Involuntary Lien notification (per debtor)	\$4.00
Documentary Transfer Tax / City Conveyance Tax \$0.55 per \$500 of consideration or value of interest being conveyed for County Tax \$1.65 per \$500 of consideration or value of interest applies for San Jose, Palo Alto & Mountain View only, in addition to County Transfer Tax	
Survey Monument Preservation Fee (applies to Grant Deeds without Lot and Tract Description)	\$10.00
Preliminary Change of Ownership Report (PCOR) If missing or incomplete, when required	\$20.00
Additional Indexing Fee (per group of 10 names after initial 10 names)	\$1.00
Additional Recording References (for each additional reference after initial reference)	\$1.00

#### Filed Items

	First Page	Additional Page
Maps (Government Code §27372)	\$83.00	\$2.00
Preliminary 20 Day Notice (filed by Contractors or Sub-Contractors - flat rate, private work only)	\$125.00	--
Building Contracts (Civil Code §3258)	\$15.00	--

**Passport Acceptance Office**

Hours: 8:30 A.M. - 2:30 P.M.

**Passport Fees:**

Note: 2 separate checks or Money Orders payable to US Dept. of State & Clerk Recorder

	<b>Adult</b> (16 & over)	<b>Children</b> (15 & under)
Book	\$110.00	\$80.00
Card	\$30.00	\$15.00
Acceptance Agency Fee (Required)	\$35.00	\$35.00

**Other Passport Services (Optional)**

Passport Photos	\$12.00
Expedite Fee	\$60.00
Express Mail - to customer	\$17.13
Express Mail - to Passport Agency (if expedited)	\$25.50

**ParaProfessional Registration**

The following registration fees are based on a one-page bond.

\* Additional Fee of \$75 per Title per Govt. Code § 27388.1 if no exemption cited. Real Estate Fraud Fee per Instrument Govt. § 27388 is also included.

**ParaProfessional Registration**

* Process Server Registration	\$152.00
* Legal Document Assistant Registration	\$207.00
* Unlawful Detainer Assistant Registration	\$207.00
* Professional Photocopier Registration	\$207.00
* Professional Photocopier Registration (If also a Registered Process Server)	\$132.00

**Other ParaProfessional Services:**

Additional Identification Card (per card)	\$10.00
Revocation or Reinstatement of Bond, 1 page	\$22.00
Each additional page Revocation or Reinstatement (including cover page is needed)	\$3.00

**Other Registration & Certification**

Humane Officer Registration	\$5.00
Translation Certification	\$10.00

**Fictitious Business Name (FBN)**

	<b>Fee</b>
FBN Statement (includes Registration of one business name, one or two owners, and one certified copy)	\$40.00
FBN Statement of Abandonment	\$37.00
FBN Statement of Withdrawal for Partnership	\$37.00

**Other FBN Services**

Each additional Business name and/or owner (must have same business address and owners <b>on the same statement</b> )	\$7.00
Business name research per name by staff	\$30.00
Filing of Dissolution of Partnership Publication Notice	\$30.00
Standard Marketing Report	\$15.00

**FBN Copies**

	<b>Per Copy</b>	<b>Additional Pages</b>
Each additional <b>certified</b> copy	\$10.00	\$1.00
Each additional <b>plain</b> copy	\$7.00	\$1.00

**Power of Attorney - Surety Company**  
(Appointment or Revocation)

One Name	\$16.00
Each Additional Name	\$9.00

**Official Record Copies**

Hours: 8:00 A.M. - 4:30 P.M.

<b>Copies</b>	<b>First Page</b>	<b>Additional Page / Document</b>
Certification (Additional for each document)	--	\$2.00
Plain copies	\$4.00	\$2.00
Maps	\$4.00	\$2.00

**Data Sales**

	<b>Daily</b> (per day)	<b>Weekly</b> (per week)	<b>Monthly</b> (per month)	<b>Quarterly</b> (per quarter)	<b>Yearly</b> (per year)
Official Records Image	\$28.00	\$42.00	\$100.00	--	\$1,206.00
Grantor / Grantee Index	\$11.00	\$17.00	\$43.00	\$121.00	\$446.00
Maps	--	\$23.00	\$35.00	\$57.00	\$120.00
FBN Email	--	--	\$9.00	--	--

**Notary**

The following registration fees are based on a one-page bond.

Notary Public Registration	\$63.00
Conform Copy	\$5.00
Each additional bond page (after the first) for all of the above Registration	\$3.00

**Signature Authentication**

	<b>First</b>	<b>Additional Signature</b>
Notary		
First Signature, Per Notary	\$38.00	--
Each additional signature after the 1st for the <u>SAME</u> Notary	--	\$2.25
Signature of Authentication of County Medical Officer		
First Signature	\$13.00	--
Each additional Signature at the same time and the same Medical Health Officer	--	\$2.25

**Other Notary Services**

Signature Acknowledgement, Per Signature	\$38.00
Notary Public Journal Search Fee	
Per Name (per document)	\$6.00
Per Year (per document)	\$6.00
Certificate of Fact	\$12.00

**California Environmental Quality Act Documents**

Hours: 8:00 A.M. - 4:00 P.M.

	<b>Fee</b>	<b>County Clerk Processing Fee</b>
Notice of Exemption		\$50.00
Notice of Determination		
Negative Declaration	\$2,480.25	\$50.00
Environmental Impact Report	\$3,445.25	\$50.00

The Fish & Wildlife Notice of Determination Fee may be reduced if proper fee exemption documentation is provided.