

County of Santa Clara  
FINANCE AGENCY  
Office of the County Clerk-Recorder

County Government Center  
70 West Hedding Street, E. Wing, 1<sup>st</sup> Floor  
San Jose, California 95110  
(408) 299-5688



**APPLICATION FOR LETTER OF NO RECORD/PROOF OF SINGLE STATUS**

1. Complete appropriate sections of this request form.
2. \$17.00 per Letter of No Record/Search  
Make checks payable to Clerk-Recorder's Office.
3. Mail or bring request to:  
Santa Clara County Clerk-Recorder  
70 West Hedding St., 1<sup>st</sup> Floor, East Wing  
San Jose, CA 95110
4. Requests made in person may take up to 3 days to process.
5. If mailing request, allow 15 – 20 business days for processing.  
Please enclose a self-addressed stamped business-size envelope.

**LETTER OF NO RECORD/PROOF OF SINGLE STATUS**

(\$17.00 per name searched)

Number of Copies \_\_\_\_\_

**NAME TO BE SEARCHED:**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male  Female

Years To Be Searched: \_\_\_\_\_ Through \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION**

Name \_\_\_\_\_

State/Government Issue ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

X \_\_\_\_\_  
(Signature of Requesting Person)

Telephone (     ) \_\_\_\_\_

**OFFICE USE ONLY:**

Request# \_\_\_\_\_

BN# \_\_\_\_\_

Cash  Check  Debit/Credit (\$2.50 charge)

Deputy: \_\_\_\_\_

Date: \_\_\_\_\_