

The Clerk-Recorder Department has several convenient office locations:

Orange County Civic Center



Hall of Records
630 N. Broadway
Santa Ana, CA 92701

Hours: 8:00 a.m. - 4:30 p.m. M - F

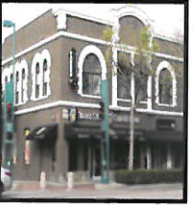


Old Orange County Courthouse
211 W. Santa Ana Blvd.
Santa Ana, CA 92701

(Marriages/Archives/ Passports only)
Hours: 8:00 a.m. - 4:30 p.m. M - F

(Archives: 9:00 a.m. - 4:30 p.m. Closed 12:00 p.m.- 1:00 p.m.)

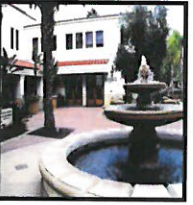
North County Branch Office



Historic Downtown Fullerton
201 N. Harbor Blvd.
Fullerton, CA 92832

Hours: 9:00 a.m. - 4:30 p.m. M - F

South County Branch Office



Laguna Hills Civic Center
24031 El Toro Road, Ste 150
Laguna Hills, CA 92653

Hours: 9:00 a.m. - 4:30 p.m. M - F

County Community Service Center



County Community Service Center
15460 Magnolia Street
(Magnolia and McFadden)
Westminster, CA 92683

(Marriage Licenses and Passports only)
Hours: 9:00 a.m. to 4:30 p.m. M - F



The mission of the Orange County Clerk-Recorder's Office is to collect and preserve the official records of the County and to provide the archival service for these records. The Clerk-Recorder's dedicated employees perform a wide range of services including recording real property transactions, issuing marriage licenses, performing civil marriage ceremonies, maintaining registration of notaries, and processing applications for fictitious business names and passports.

Our staff is dedicated to providing a consistent high level of public service. We strive to run our office in a cost effective manner and use automated processes and digital image technology to make it easier for the public and business community to complete recordings and access our records.

This brochure provides you with details about our services and the addresses for all of our office locations located in the cities of Fullerton, Laguna Hills, Santa Ana and Westminster. We encourage you to browse our website at www.ocrecorder.com to learn more about the services our department provides.

Sincerely,

Hugh Nguyen
Orange County Clerk-Recorder

Questions? (714) 834-2500
www.ocrecorder.com

Archives (714) 834-2536
www.ocarchives.com



Orange County Clerk-Recorder



Hugh Nguyen Clerk-Recorder

Overview

The department provides essential services involving vital records, including:

- Copies of birth, death and marriage certificates
- Issuing marriage licenses
- Recording real property records
- Filing fictitious business name statements
- Filing notary public oaths and bonds
- Overseeing the Orange County Archives

Real Property Records

The department is responsible for examining and recording documents that establish ownership of land in the county. For public access, the department also maintains a permanent record and index of documents, including grant deeds, abstracts of judgment, reconveyances and liens. As an added service, homeowners are sent courtesy notices alerting them of transactions affecting their properties.

Electronic Recording



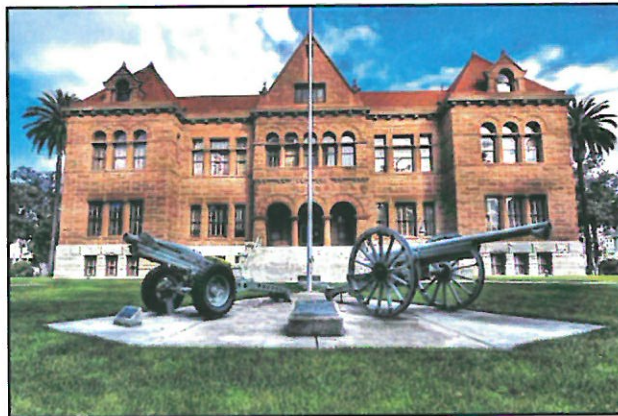
Orange County is a statewide leader in the electronic recording of property documents. Among its innovations is the development of a multi-county electronic recording system called SECURE. This award-winning system is co-owned by the counties of Orange, Los Angeles, Riverside and San Diego. Customers such as title

companies and lending institutions are able to submit documents to each participating county from a single computer screen.

Marriage Services

Couples needing marriage licenses and civil marriage ceremonies can visit any of three charming locations: the Old County Courthouse in Santa Ana (seen below), Historic Downtown Fullerton and the Laguna Hills Civic Center. Each ceremony room has ample space for guests. Marrying couples may obtain a license and have the ceremony performed on the same day. Our Westminster location also offers marriage licenses only. License applications and ceremony appointments are available at:

www.ocrecorder.com



Birth and Death Certificates

The department maintains and issues certified copies of birth and death certificates in the county. Copies can be requested in person, online and by mail, phone or fax at least 60 days after an event. (Copies needed within 60 days of an event may be obtained from the Orange County Health Care Agency). Copies of birth and death certificates are available at any of the department's convenient locations in Santa Ana, Fullerton and Laguna Hills. Free parking is available at the department's branch offices. For more detailed information about our services and locations please visit:

www.ocrecorder.com

Other Services

Many other services are provided at our department's offices, including:

- Searching property records and obtaining copies of records
- Registering process servers, unlawful detainers and legal assistants
- Applications for passports are accepted at the Old County Courthouse in Santa Ana, the County Community Service Center in Westminster and at our Laguna Hills Civic Center office location
- Passport photos are also available for purchase at all three locations listed above

Orange County Archives

The Orange County Archives features premier collections dating to the county's creation in 1889. These include records of numerous county agencies; newspapers and periodicals; 200,000 photos, negatives and transparencies; personal papers of former county officials; and 700 local history books. Special collections include records from the county's historic 1994 bankruptcy and unique materials from Knott's Berry Farm (as seen below). For more detailed information about the Archives please visit : www.ocarchives.com

