

**ORDINANCE NO. 729  
(AS AMENDED THROUGH 729.6)  
AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
ESTABLISHING FEES, CHARGES AND RATES FOR  
ASSESSOR, COUNTY CLERK AND RECORDER SERVICES**

The Board of Supervisors of the County of Riverside, State of California, ordains as follows:

**Section 1. PURPOSE AND SCOPE.**

- A. **PURPOSE.** The purpose of this section is to establish fees in reasonable amounts to cover the costs of rendering certain enumerated services and supplies furnished by the Assessor-County Clerk-Recorder's Office.
- B. **AUTHORITY.** The authority for the fees established herein is found in Government Code Sections 6157, 6253, 8201.1, 8213, 12194, 26831, 26836, 26840, 26840.1, 26840.2, 26840.3, 26840.7, 26840.8, 26849.1, 26850, 26851, 26852, 26855, 26855.1, 26855.2, 26855.3, 26861, 27293, 27361, 27361.9, 27364, 27366, 27372, 27387, 27397, 27585, 54985, 54986, 65092; Business and Professional Code 6404, 6405, 17926, 17929, 22352, 22353, 22453, 22455, 22457, 27366; Civil Code 3097; Corporations Code 14502; Family Code 360, 401, 506, 536, 1852; Fish and Game 711.4; Health & Safety 100430, 103525.5, 103625; Penal Code 14251; Welfare and Institutions Code 18966.

**Section 2. SEVERABILITY.** Should any fee herein established be held to be invalid or otherwise unenforceable, such determination shall not affect the validity of all remaining fee provisions.

**Section 3. LISTING NOT COMPREHENSIVE.** This Ordinance is not intended to contain all fees that are or may be charged by the Assessor-County Clerk-Recorder for services and supplies and to the extent that other fees are customarily charged or are established elsewhere and are not listed below, all such fees, charges, and rates shall remain in full force and effect.

**Section 4. FEE SCHEDULE.** The Assessor-County Clerk-Recorder shall hereafter collect the following fees for the services or product rendered:

A. **Assessor-County Clerk-Recorder Fees and Charges.**

- |   |          |
|---|----------|
| 1. Duplicating documents and records 8-1/2" x 11" in size |          |
| a. First Page (In accordance with the Public Records Act) | \$ 1.00  |
| b. Additional Pages, per page                             | \$ 0.10  |
| 2. Photocopy or System Page Copy                          |          |
| a. First Page   | \$ 1.00  |
| b. Additional Pages, per page                             | \$ 0.10  |
| 3. Processing Returned Checks or ACH Debits               | \$ 32.00 |

B. **County Clerk Fees and Charges**

- |   |           |
|---|-----------|
| 1. Marriage:  |           |
| a. Public Marriage License                              | \$ 90.00  |
| b. Confidential Marriage License                        | \$ 100.00 |
| c. Affidavit to amend license (within one year)         | \$ 11.00  |
| d. Duplicate Marriage License (Public and Confidential) | \$ 28.00  |

e. Application for Appointment as Deputy Commissioner of Civil Marriages – One Day Appointment	\$ 58.00
f. Notary Public, Approval to Issue Confidential Marriage License	\$ 300.00
2. Marriage Ceremony:	
a. Performing Marriage Ceremony (no license included)	\$ 75.00
b. Performing Saturday Marriage Ceremony	\$ 113.00
c. Disposable Camera (optional)	\$ 8.00
d. Video Tape or DVD (optional)	\$ 14.00
e. Men’s Wedding Band (optional)	\$ 20.00
f. Women’s Wedding Band (optional)	\$ 15.00
3. Fictitious Business Name:	
a. Fictitious Business Name Statement (FBNS)	\$ 58.00
b. Each Additional Name at Same Address (FBNS)	\$ 2.00
c. Each Additional Registrant at Same Address (FBNS)	\$ 2.00
d. Certified copy of FBNS	\$ 10.00
e. Statement of Withdrawal/Abandonment of FBN	\$ 24.00
f. Fictitious Business Name Daily Report	\$100/month
4. Process Server:	
a. Certificate of Registration of Process Server	\$ 185.00
b. Cancellation, Withdrawal or Revocation of Process Servers Bond/Unlawful Detainer/Legal Document Assistant	\$ 29.00
5. Unlawful Detainer:	
a. Certificate of Registration of Unlawful Detainer Assistant/Legal Document Assistant	\$ 197.00
b. Cancellation, Withdrawal or Revocation Unlawful Detainer/Legal Document Assistant	\$ 29.00
c. Identification Card for Unlawful Detainer/Legal Document Assistant	\$ 10.00
6. Photocopier:	
a. Certificate of Registration of Professional Photocopier	\$ 197.00
b. Certificate of Registration of Professional Photocopier (if already Registered as Process Server)	\$ 122.00
c. Cancellation, Withdrawal or Revocation of Photocopier Bond	\$ 29.00
d. Identification Card for Photocopier	\$ 10.00
7. Notary Public:	
a. Notary Public Registration	\$ 61.00
b. Cancellation, Withdrawal or Revocation of Notary Bond	\$ 29.00
c. Conformed copy of Notary Bond	\$ 1.00
d. Certification of Notary Signature (one name)	\$15.00
e. Certification of Notary Signature (additional requests, same name)	\$ 2.25
8. Admitted Surety Insurer:	
a. Power of Attorney for Admitted Surety Insurer-Each Name	\$ 27.00
b. Financial Statement – Admitted Surety Insurer	\$ 3.50

c. Revocation of Power of Attorney	\$ 27.00
d. Certificate of Proof Authority of Surety to Act	\$ 3.50
9. Certifying a copy of any filed paper	\$ 1.75
10. Certificate of Translation	\$ 10.00
11. Administration of Oath for Humane Officer	\$ 5.00
12. Document Handling Fee – Fish & Game	\$ 50.00
13. All papers for which a fee is not elsewhere provided	\$ 2.25
14. Environmental Impact Report (current pass-through revenue)	\$ 2,919.00
15. Negative Declaration (current pass-through revenue)	\$ 2,101.50

C. Recorder Fees and Charges

1. Recording Fees	
a. First Page	\$ 15.00
b. Additional Pages, per page	\$ 3.00
c. Additional Title	\$ 15.00
2. Release of lien by government agency for each recording reference	\$13.00
3. Non-Conformed Page (any page that is not 8 ½” x 11”)	\$ 3.00
4. Each page containing small print	\$ 1.00
5. Each group of 10 names or fractional portion after first 10	\$ 1.00
6. Involuntary lien notification for each debtor address against whom an involuntary lien is recorded	\$ 13.00
7. For each additional recording reference which requires additional indexing	\$ 1.00
8. Customer (Conformed) Copy Label, at the time of recordation only	\$ 1.50
9. Conformed Map Copy, at time of recordation only	\$ 20.00
10. Official Record: Regular copy per page	\$ 6.50
11. Official Record: Each additional page	\$ 1.00
12. Certification of complete regular copy	\$ 1.00
13. Death Certificate, copy or search	\$ 14.00
14. Death Certificate, copy or search (Government Agency)	\$ 14.00
15. Birth Certificate, copy or search	\$ 21.00
16. Birth Certificate, copy or search (Government Agency)	\$ 12.00

17. Marriage Certificate, copy or search	\$ 14.00
18. Marriage Certificate, copy or search (Government Agency)	\$ 10.00
19. Filing Fees: First page, each map	\$ 10.00
20. Filing Fees: Each additional page	\$ 2.00
21. California Preliminary 20-Day Notice	\$ 52.00
22. Real Estate Fraud Prosecution Trust Fund	\$ 3.00
23. Documents evidencing a change of ownership, NOT accompanied by a completed and signed Preliminary Change of Ownership Report	\$ 20.00
24. Survey Monument Preservation Fund	\$ 10.00
25. UCC filing, 1-2 pages	\$ 12.00
26. UCC filing, 3 pages or more	\$ 22.00
27. Raw Images of Official Records via FTP	\$ 0.05/image

**Section 5. EFFECTIVE DATE.** This amendment shall become effective thirty (30) days after adoption.

**Adopted:** 729 Item 11.1 of 05/04/1993 (Eff: 06/03/1993)  
**Amended:** 729.1 Item 3.4 of 07/06/1993 (Eff: 08/05/1993)  
729.2 Item 11.3 of 07/27/1993 (Eff: 08/26/1993)  
729.3 Item 7.1 of 09/11/2001 (Eff: 10/11/2001)  
729.4 Item 9.1 of 04/27/2004 (Eff: 05/27/2004)  
729.5 Item 9.2 of 10/21/2008 (Eff: 11/20/2008)  
729.6 Item 9.1 of 11/06/2012 (Eff: 12/06/2012)