



HUGH NGUYEN

CLERK-RECORDER

NEWS RELEASE

BIRTH AND DEATH RECORDS
FICTITIOUS BUSINESS NAMES
MARRIAGE LICENSES/RECORDS
NOTARY REGISTRATION
ORANGE COUNTY ARCHIVES
PASSPORTS
PROPERTY RECORDS

For Immediate Release
July 14, 2020

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ORANGE COUNTY CLERK-RECORDER ANNOUNCES CHANGES TO SERVICES EFFECTIVE JULY 20

In efforts to stop the spread of COVID-19, effective Monday, July 20, 2020, the Orange County Clerk-Recorder Department will be closing its branch offices in Anaheim, Laguna Hills, and at the Old County Courthouse in Santa Ana to the public until further notice. The department's office at the County Service Center (CSC) in Santa Ana will remain open but **only** offer over-the-counter services for birth, death and marriage certificates, professional registrations, and real property document recordings. For faster service, customers can submit their application online for a birth, death, or marriage certificate prior to visiting the CSC. All other services will be offered by mail only. The department's Westminster office will remain closed to the public.

For customers who already booked marriage appointments through July 31, 2020 at the department's Anaheim, Laguna Hills and Old County Courthouse locations, the department will continue to honor the appointments. Department staff will be contacting customers with updated information regarding their appointments. Please visit OCRecorder.com for more detailed information.

"Unfortunately, COVID-19 numbers are getting worse throughout the state and I have to take action to keep our staff and customers safe," said Clerk-Recorder Hugh Nguyen. "Most of our neighboring county Clerk-Recorder offices have closed completely, which will likely lead to an increase in demand for marriage services here in Orange County. I would like to thank my staff for helping make this possible."

The department will be implementing strict social distancing guidelines as well as other limitations to ensure the safety of the couples and staff during marriage appointments.

The following limitations will apply for marriage services:

- For couples looking to obtain a marriage license, only the couple can be present. **No guests allowed.**
- For couples looking to obtain a public marriage license and have a ceremony performed, only the couple and one witness may be present. **No guests allowed.**
- For couples looking to obtain a confidential marriage license and have a ceremony performed, only the couple can be present. **No guests allowed.**
- Couples will need to pay fees with a check or money order made payable to the Orange County Clerk-Recorder. **No cash or credit card payments accepted.**
- Couples must present a valid government-issued photo identification at their appointment.
- **No walk-in customers** will be taken at this time. Everyone must have an appointment

The department's office at the County Service Center in Santa Ana will only be offering vital records and real property recording services. Customers looking to obtain vital records must complete and submit a vital records application online prior to visiting the County Service Center. To complete a vital records application please visit <https://cr.ocgov.com/vitalsappointment/WelcomeApp.asp>. Only the person requesting service will be allowed in the office.

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NORTH COUNTY BRANCH OFFICE
WELLS FARGO BUILDING
222 S. HARBOR BLVD., STE 110
ANAHEIM, CALIFORNIA 92805

ORANGE COUNTY
COUNTY ADMINISTRATION SOUTH
601 N. ROSS STREET
SANTA ANA, CALIFORNIA 92701

OLD ORANGE COUNTY
COURTHOUSE
211 W. SANTA ANA BLVD. ROOM 201
SANTA ANA, CALIFORNIA 92701

SOUTH COUNTY BRANCH OFFICE
LAGUNA HILLS CIVIC CENTER
24031 EL TORO ROAD, SUITE 150
LAGUNA HILLS, CALIFORNIA 92653

The following restrictions are in place for real property recording services at the County Service Center to minimize exposure and to ensure the safety of staff and customers:

- Only one customer may enter the office per transaction
- Each transaction is limited to a maximum of three documents

Effective July 20, 2020, the following services must be requested via mail. No over-the-counter or walk-in service will be available until further notice:

- Fictitious Business Name Statements
- Official Records Copies
- Notary Registrations
- EIR filings

Please visit OCRecorder.com for more detailed information on requesting services via mail.

For more information about the services being offered by the Clerk-Recorder Department, please call the department's information line at (714) 834-2500, Monday through Friday, from 8 a.m. to 4:30 p.m. or visit OCRecorder.com.

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