



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
December 17, 2020

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Clerk-Recorder Department to Offer Services by Appointment Only at its Santa Ana Office

For those needing to obtain important documents, get a birth, death, or marriage certificate, record real property documents, or file important documents, help is here! Beginning Monday, December 21, 2020, Orange County Clerk-Recorder Hugh Nguyen will be offering appointments for services at the department's office in Santa Ana located inside the County Service Center. The County Service Center is located at 601 N. Ross Street in Santa Ana. No walk-in service will be available until further notice. All other department locations will remain closed for over-the-counter service until further notice. To obtain services, customers must make an appointment at https://cr.ocgov.com/portal_occr/CRServiceScheduler/ prior to visiting the office. Appointments will be available Monday through Friday from 8:00 a.m. to 4:15 p.m. For more detailed information, please visit OCRecorder.com or call the information line at (714) 834-2500.

"People need to obtain important documents and services specially during these unprecedented times," Clerk-Recorder Hugh Nguyen said. "I feel that appointments offer the best way to provide services in a way that will minimize exposure and protect both staff and the public."

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

The following limitations will be in place during appointment visits:

- Only one customer per appointment will be allowed to enter the office
- Customers must complete their applications online for vital records, fictitious business name statements, notary registrations and all professional registrations prior to visiting the office for their appointments.
- Each document recording transaction will be limited to a maximum of three documents.
- No walk-in customers will be accepted until further notice.

Marriage services will continue at Honda Center in Anaheim and by appointment only. Virtual marriage services will also be available by appointment. For more information about available marriage services, please visit: <https://www.ocrecorder.com/services/marriage-services>.

For more detailed information about all available services, 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 us at OCRecorder.com.

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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