



County Administration South
601 N. Ross Street, Santa Ana, CA 92701 | (714) 834-2500

WELCOME

Newsletter - May 2021

Thank you for your interest in the Orange County Clerk-Recorder Department's newsletter. We will be bringing you periodic updates on the latest news, information and events affecting the department. I am honored and privileged to serve as your County Clerk-Recorder. Please contact my office at (714) 834-2500 or visit us at OCRecorder.com for more information about the department and the services provided to the public.

Sincerely,

*Hugh Nguyen
County Clerk-Recorder*

In This Issue:

[News and Updates](#)

[Community Outreach](#)

[Awards and Recognitions](#)

[Customers are Saying...](#)

[May in O.C. History](#)

[Out and About](#)

Visit us at OCRECORDER.COM



ORANGE COUNTY CLERK-RECORDER

CALL CENTER

**WE ARE HERE TO ANSWER YOUR QUESTIONS
MONDAY TO FRIDAY: 8 A.M. TO 4:30 P.M.**

(714) 834 - 2500

NEWS



CLERK-RECORDER DEPARTMENT RESUMES PASSPORT SERVICES AT ANAHEIM AND SANTA ANA OFFICE LOCATIONS

After being forced to halt passport services due to pandemic closures, COVID-19 numbers drastically falling, and demand for travel increasing daily, Clerk-Recorder Hugh Nguyen is pleased to announce the resumption of passport services at his department, signaling a steady return to normalcy. One year after halting services due to COVID-19, the department was excited to get passport services up and running again. In what is considered a milestone achievement, on Monday, May 17, 2021, the department began offering appointments only for new passports at the Old County Courthouse in Santa Ana and at its North County branch office in Anaheim. Only new passport applications are accepted. No passport renewal services are available. Service is by appointment only. No passport services are available at the Laguna Hills office.

To complete a passport application and to book an appointment, customers must visit [OCRecorder.com](https://ocrecorder.com). Appointments are filling up fast, so book yours now! Applicants must complete their application online and make an appointment prior to visiting the offices. The Old County Courthouse is located at 211 West Santa Ana Blvd. in downtown Santa Ana and offers appointments from 8 am to 4 pm. The North County branch office is located at 222 S. Harbor Blvd., Ste. 110 in Anaheim, inside the Wells Fargo Building and is offering appointments from 9 am to 4 pm. No walk-in service will be available at either location. For those looking to renew a passport, please visit the U.S. Department of State's website at travel.state.gov.

OCRecorder.com

NEWS



CLERK-RECORDER DEPARTMENT KICKS OFF PASSPORT SERVICES AT ANAHEIM AND SANTA ANA LOCATIONS

On Saturday, May 22, the Orange County Clerk-Recorder Department was proud to hold its first Passport Day event since the COVID-19 pandemic began more than a year ago. Our office served over two hundred appointments between our locations in the Old County Courthouse in Santa Ana and Wells Fargo building in downtown Anaheim. This event helped kick off the Clerk-Recorder Department's official resumption of passport services.

Passport services are available by appointment only at our North County branch office in Anaheim and the Old County Courthouse in Santa Ana. Applicants are required to bring all necessary documentation to their appointments. To book an appointment and view all requirements, please visit [OCRecorder.com](https://www.ocrecorder.com).

OCRecorder.com

Interested in getting a passport?

Passport services are by appointment only. Please bring the required documents below, along with a completed and unsigned [DS11](#) form and the correct fees (on the next page) to your appointment. To schedule an appointment, please visit [OCRecorder.com](https://ocrecorder.com).

PASSPORT CHECKLIST

☐

Proof of U.S. Citizenship

(certified copy of birth, citizenship or naturalization certificate, expired passport, etc.)

☐

Proof of Identity

(Driver's License, Identification Card, Military ID, Naturalization Certificate, etc.)

Note: Minors under 16 years of age must submit copies of both parent's IDs

☐

Recent Passport Photographs in Color

(taken within the last six months and 2"x 2" in size)

☐

Passport Fees

(Please see reverse side for fees and payment requirements.)

☐

Social Security Number

(The application requires the social security number only. We do not require to see the actual social security card but please know your social security number to complete the application.)

☐

Expired Passport and a Certified Copy of the Applicant's Birth Certificate

(For minors under 16 years of age to obtain a new passport)

All applicants must be present.

Please ensure you follow additional instructions listed on your passport application.

Fee information listed on other side of this checklist.

Appointments are highly recommended.

To find out which of our locations offer passport services or to make an appointment, please visit us at:

[OCRecorder.com](https://ocrecorder.com)



Interested in getting a passport?

Passport services require two separate fees. The Passport Application Fee must be paid by check or money order to the U.S. Department of State. The processing fee is paid to the Clerk-Recorder department by any method: cash, check, money order, or card. Passport services are by appointment only. To schedule an appointment, please visit OCRecorder.com.

Passport Fees

Passport Application Fees and Processing Fees are **paid separately**.
Passport application fees are paid to the U.S. Department of State with a **check or money order only**.
Processing and passport photo fees **must be paid** to the Clerk-Recorder Department with any form of payment—check, cash or credit/debit card.

Adult Applicants (Age 16 Years and Older)		
	Passport Application Fee <small>Paid to U.S. Department of State with a check or money order only</small>	Processing Fee <small>Paid to Clerk-Recorder Department with any form of payment</small>
Passport Book	\$110	\$35
Passport Card*	\$30	\$35
Passport Book and Card*	\$140	\$35

Passport Renewals – The Clerk-Recorder Department does not process renewals.
For more information on how to renew your passport, please visit the U.S. Department of State's website at: www.travel.state.gov

Minor Applicants (Under Age 16)		
	Passport Application Fee <small>Paid to U.S. Department of State with a check or money order only</small>	Processing Fee <small>Paid to Clerk-Recorder Department with any form of payment</small>
Passport Book	\$80	\$35
Passport Card*	\$15	\$35
Passport Book and Card*	\$95	\$35

Other Fees		
Expedite Fee	Paid per application, in addition to application fees. Provides faster processing than routine service. Fee can be paid with a check or money order payable to the U.S. Department of State as part of the passport application fee if requested. This fee is subject to change without notice.	\$60
Passport Photos	This fee is paid to the Clerk-Recorder Department using any form of payment.	\$10

* A passport card is valid only for travel by land and sea to Canada, Mexico, Bermuda and the Caribbean.

COMMUNITY OUTREACH

During the month of May:



I was honored to participate in the grand opening and ribbon cutting ceremony of Aliso Viejo Ranch in the City of Aliso Viejo. I had the opportunity to address attendees and present a certificate of recognition in honor of their grand opening.

I would like to thank the City of Aliso Viejo, the Moulton Family Foundation and other entities for their hospitality and for inviting me to be part of the celebration. I wish everyone great success!



Congratulations to The Gateaux Shoppe on their one year anniversary in the City of Anaheim. I had staff visit the family-run business to wish them continuing success in the baking industry while creating custom cakes handcrafted with love, making special occasions even more memorable.



Congratulations to the students selected for their academic achievement at this year's 42nd Les Miller Outstanding Student Awards scholarship event.

It was an honor for my office to present certificates of recognition to all the selected students.

COMMUNITY OUTREACH

During the month of May:



My staff visited Doheny Builders Supply in the Capistrano Beach community to congratulate them on the completion of their new showroom. We wish them continued success in being the one-stop shop for residential and commercial building materials in south Orange County.



Congratulations to Red Wing Shoes on their ribbon cutting in the City of Brea. We wish them continued success in being a great company that makes a difference in people's lives fueled by strong values and a commitment to craftsmanship for more than 100 years.



Congratulations to Cameo Apartments on their ribbon cutting and grand opening in the City of Orange. We wish them all the best in providing a modern escape with premier amenities in a colorful, urban community centrally located in Orange County.

COMMUNITY OUTREACH

During the month of May:



I had my staff join the local chamber of commerce and dignitaries to congratulate Porchbox on their ribbon cutting and grand opening in the City of Laguna Hills. We wish them all the best in serving nourishing and fresh American comfort food reminiscent of Sunday family dinners and home cooking.



Congratulations to Plumeria Cake Studio on their ribbon cutting and grand opening in the City of Mission Viejo. We wish them great success as they make delicious desserts and bring each client's ideas and sugar dreams to life.



I'd like to congratulate Daily's Sports Grill on their ribbon cutting and grand opening of their second location in San Clemente. We wish you all the best in providing quality food at moderate prices and being south Orange County's best sports hangout.

AWARDS AND RECOGNITIONS



Orange County Clerk-Recorder *Employee of the Month*



Congratulations!
Sandra Lopez

Dedicated to Providing Excellent Customer Service

Each month we recognize an employee who goes above and beyond their normal duties and offers excellent service to our customers. The Employee of the Month receives a certificate of recognition, has their name placed on a recognition plaque and may dress casual during their month of recognition.

It gives me great pleasure to announce Sandra Lopez as Employee of the Month for May.

Since starting with our department, Sandra continuously takes initiative and shows pride in her work. Sandra started in the Clerk Operations mail processing room and began leading it shortly thereafter. She is responsible for distributing the workload among her colleagues and ensuring that all mail requests are completed in a timely manner regardless of mail volume. Recently, Sandra's unit received seven hundred mail requests. Working closely with her team, they had fulfilled all seven hundred requests by the end of the day, outlining the productivity of her unit.

Sandra is also in charge of the Vital Chek desk and has received numerous compliments from customers praising her efficient service and effective outcomes. In addition, she also receives department records and ensures they are boxed and processed for off-site storage correctly. She keeps track of records that must be re-boxed for continued storage. Despite a varied and demanding workload, Sandra always maintains a joyful attitude even during stressful situations. She is happy to share her knowledge when training other staff and works well independently and with others. Sandra's work ethic and flexibility make her a valuable member to our department.

Please join me in congratulating Sandra on her achievement!

OCRecorder.com

AWARDS AND RECOGNITIONS



The National Association of Counties is proud to award the Orange County Clerk-Recorder Department with a

2021 Achievement Award

for “Hitched at Honda Center” in the County Administration and Management category.

Orange County Clerk-Recorder Earns National Achievement Award for “COVID-19: Hitched at Honda Center Through Marriage Services”

WASHINGTON – The Orange County Clerk-Recorder Department has been recognized with an Achievement Award from the National Association of Counties (NACo). The awards honor innovative, effective county government programs that strengthen services for residents.

NACo recognized **“COVID-19: Hitched at Honda Center through Marriage Services”** in the award category of **County Administration and Management**. The Hitched at Honda Center program allowed the department to reimagine the marriage services process. Through thoughtful planning, training, and management, staff worked from inside ticket booths at Honda Center in Anaheim, California that had all the resources needed to be fully functional despite operating from a remote location. This allowed the department to continue rendering essential marriage services to its customers in a totally reimaged manner despite the pandemic.

“Once again, I am humbled by this award.” Clerk-Recorder Hugh Nguyen said. “It was a tough year with the pandemic, and I am so proud of my staff for making it possible to continue delivering essential marriage services in a safe, efficient and creative manner despite all the obstacles that the pandemic created. We were there for customers when they needed us most. I would also like to thank Honda Center, the City of Anaheim, Orange County Public Works, and the Orange County Fair and Event Center for helping us make this possible.”

NACo President Gary Moore said, “Over the past year, county officials and frontline employees have demonstrated bold, inspirational leadership. This year’s Achievement Award winning programs illustrate the innovative ways counties build healthy, safe and vibrant communities across America.”

Nationally, awards are given in 18 different categories that reflect the vast, comprehensive services counties provide. The categories include children and youth, criminal justice and public safety, county administration, information technology, health, civic engagement and many more.

Started in 1970, NACo’s annual Achievement Awards program is designed to recognize county government innovations. Each nominee is judged on its own merits and not against other applications received.

OCRecorder.com

CUSTOMERS ARE SAYING...

Customers left the following reviews for staff at the County Service Center in Santa Ana. Keep up the great work!

Stephanie Gipson

★★★★★ 5 days ago

Absolutely the nicest people you have ever met work here!! In and out very quickly and such a pleasant experience compared to other county offices.

Colin

★★★★★ 3 weeks ago

As far as having to deal with government entities goes, this was actually a fairly smooth and pleasant experience. Information desk and the Clerk were both friendly and got me in and out in under 10 mins!

OCRecorder.com

MAY IN O.C. HISTORY



Downtown Stanton in 1913.

- | | |
|---------------------|--|
| May 4, 1919 | A train full of exhibits promoting war bonds drew crowds in Fullerton. On display were tanks, a captured German airplane, machine guns, and other trophies of World War I. |
| May 5, 1898 | One hundred and twelve members of Santa Ana's Company L (7th Infantry) National Guard Unit left to serve in the Spanish American War. |
| May 15, 1956 | The town of Stanton voted to incorporate as a city for the second time. It had previously been a city from 1911 to 1924. |
| May 16, 1948 | The Three Stooges (Larry, Moe and Shemp) perform on stage at the Yost Theater in Santa Ana. |
| May 23, 1936 | Newport Harbor was dedicated. President Franklin Roosevelt launched a celebratory yacht parade by sending a telegraph signal from the White House. |

Historical facts provided by Assistant Archivist Chris Jepsen. Photo: Courtesy of the Orange County Archives.

Courtesy of the Orange County Archives, a function under the Office of Clerk-Recorder Hugh Nguyen.

OUT AND ABOUT



One of our staff visited the historic Sun Studio during a recent trip to Memphis, TN.

Visit our webpage at: OCRecorder.com

For more information about
the Orange County Archives visit:
OCArchives.com

Follow us on social media
[@ocreorder](https://twitter.com/ocreorder)

