

## VITAL RECORDS \*\*

| TYPE   | CODE                       | FEE (\$) |
|--|----------------------------|----------|
| Certified copy of vital record:  |                            |          |
| • Birth  |                            |          |
| For general public   | HS §103625(b)(f), §100425, | 28.00    |
| For government agency or private adoption agency                           | §103525.5; W&I §18966      | 19.00    |
| • Death  |                            |          |
| For general public & government agency                                     | HS §103625(a)(f), §100425, | 21.00    |
|  | §103525.5; Penal §14251    |          |
| • Fetal Death  |                            |          |
| For general public & government agency                                     | HS §103625(a)(f), §100425  | 18.00    |
| • Marriage Certificate   |                            |          |
| For general public   | HS §103625(c)(f), §100425, | 15.00    |
| For government agency  | §103525.5; Fam §1852, §506 | 11.00    |
| Search vital records   |                            |          |
|  | HS 103650                  |          |
| • Birth  |                            |          |
|  |                            | 28.00    |
| • Death  |                            |          |
|  |                            | 21.00    |
| • Marriage   |                            |          |
|  |                            | 15.00    |
| Apostille of record (birth, death, or marriage)                            | HS 103650                  | 12.00    |
| Apostilles are issued only through the Sec. of State Office of California. |                            |          |

## MISCELLANEOUS

| TYPE   | CODE                  | FEE (\$) |
|--|-----------------------|----------|
| *Copy of paper on file:  |                       |          |
| No Certification:  |                       |          |
| • First page   |                       |          |
|  | Gov 26831, 27366      | 5.00     |
| • Subsequent page  |                       |          |
|  |                       | 1.00     |
| Certification and/or under seal  | Gov 27364, 26833      | 5.00     |
| ** Filing Environmental Impact Report  | F&G 711.4             | 3,168.00 |
| • Plus County Handing Charge ( <i>additional county fees may apply</i> )                 |                       |          |
|  |                       | 50.00    |
| Filing Environmental Impact Report-Negative Declaration                                  | Pub. Res. 21080       | 2,280.75 |
| • Plus County Handing Charge ( <i>additional county fees may apply</i> )                 |                       |          |
|  |                       | 50.00    |
| Filing Environmental Impact Report-Mitigated Negative Declaration                        | Pub. Res. 21080       | 2,280.75 |
| • Plus County Handing Charge ( <i>additional county fees may apply</i> )                 |                       |          |
|  |                       | 50.00    |
| Filing Environmental Document pursuant to a Certified Regulatory Program                 |                       | 1,077.00 |
| • Plus County Handing Charge ( <i>additional county fees may apply</i> )                 |                       |          |
|  |                       | 50.00    |
| FPPC Form 700 (copy, per page) (plus \$5.00 retrieval fee for forms 5 or more years old) | Gov 81008             | 0.10     |
| *Power of Attorney of admitted surety insurer (file):                                    |                       |          |
| • First name   |                       |          |
|  | Gov 26855.1           | 18.00    |
| • Each additional name   |                       |          |
|  |                       | 5.00     |
| *Naturalization Index Search & Certificate   | 8 USC 1449, Gov 26836 | 13.00    |
| Passport Filing Fee (County fee)   | 22 USC 214; 22 CFR 51 | 25.00    |
| *Search Coroner Reports (one-half hour)  | Gov 26854             | 115.00   |
| *Technical Work (custom, per half hour)  | Gov 54895             | 50.00    |
| *Translation Certificate   | Gov 27361.9           | 10.00    |

## CONTACT INFORMATION

### ASSESSOR

|                         |              |
|-------------------------|--------------|
| Real Property .....     | 650.363.4500 |
| Business Property ..... | 650.363.4501 |

### ASSESSMENT APPEALS BOARD

[cmo.smcgov.org/assessment-appeals-board](http://cmo.smcgov.org/assessment-appeals-board)

|                     |              |
|---------------------|--------------|
| Appeals Board ..... | 650.363.4573 |
|---------------------|--------------|

### ELECTIONS

[www.shapethefuture.org](http://www.shapethefuture.org)

|   |              |
|---|--------------|
| Registration, Voter Info & Candidate Filing ..... | 650.312.5222 |
|---|--------------|

### COUNTY CLERK

|  |              |
|--|--------------|
| Fictitious Business Names .....          | 650.363.4500 |
| Marriage .....                           | 650.363.4500 |
| Professional Registrations .....         | 650.363.4500 |
| Notary .....                             | 650.363.4500 |
| Secretary of State Notary Division ..... | 916.653.3595 |

### RECORDERS

|   |              |
|---|--------------|
| Doc Recording, Liens & Grantor Grantee Info ..... | 650.363.4500 |
|---|--------------|

### VITAL RECORDS

|  |              |
|--|--------------|
| Birth, Death and Marriage Certificates ..... | 650.363.4500 |
| <b>State of California</b>                   |              |
| Office of Vital Records .....                | 916.445.2684 |
| <b>San Mateo County</b>                      |              |
| Vital Statistics .....                       | 650.573.2395 |

### MISCELLANEOUS

|                                 |              |
|---------------------------------|--------------|
| Customer Service .....          | 650.363.4500 |
| Dept of Fish and Game .....     | 916.654.3821 |
| U.S. Passport Agency - SF ..... | 877.487.2778 |

### SAN MATEO COUNTY ASSESSOR-COUNTY CLERK-RECORDER-ELECTIONS

555 County Center  
Redwood City, CA 94063  
650.363.4500  
[www.smcare.org](http://www.smcare.org)  
Monday-Friday 8:00 a.m. - 5:00 p.m.

## SCHEDULE OF FEES



Mark Church  
Assessor-County Clerk-Recorder  
& Chief Elections Officer

San Mateo County  
555 County Center  
Redwood City, California 94063  
650.363.4500

SAN MATEO COUNTY



# Schedule of Fees

(Effective January 1, 2018. Fees are subject to change.)

## ASSESSMENT DATA \*

| TYPE  | CODE          | FEE (\$) |
|---|---------------|----------|
| Assessment Appeals Board File (electronic copy of all appeals)  | RT 408.3, 409 | 305.00   |
| Assessment Roll Master (electronic copy) for Secured or Unsecured Properties  | RT 408.3, 409 |          |
| • Formatted in fixed ASCII Text   |               | 305.00   |
| • Formatted in PDF  |               | 120.00   |
| Assessor's Map: Photocopy (plus \$1 to certify)   | RT 409        | * 2.00   |
| Property Characteristics file (electronic) of all parcels within one category (Residential, Apartment, Condominium, Mobile Home, Hotel/Motel, Industrial, or Office/Retail) | RT 408.3, 409 | 305.00   |
| Property Sales History (electronic file)  | RT 408.3, 409 | 305.00   |

## ELECTIONS \*

| TYPE                                    | CODE                  | FEE (\$) |
|---|-----------------------|----------|
| Certificate of Voter's Registration     | Elec 2167             | 1.50     |
| Candidate Nomination Filing Fee         | Elec 8100-8107, 8302  | Various  |
| Candidate Statement Fee                 | Elec 13307, Gov 85601 | Various  |
| Voter Information (per file)            | Elec 2188, 2191       | 125.00   |
| Precinct Map - Entire County (per file) | Elec 12260            | 20.00    |

## FICTITIOUS BUSINESS NAMES (FBN) \*

| TYPE   | CODE        | FEE (\$) |
|--|-------------|----------|
| File FBN Statement (file & index statement, certified copy, notice of pending expiration): |             |          |
| • First FBN and owner  | BP 17929(a) | 34.00    |
| • Each add'l FBN on same Statement for same owner operating at same location               |             | 5.00     |
| File Statement of Abandonment of FBN   | BP 17929    | 11.00    |
| File Withdrawal of General Partner of FBN  | BP 17929    | 11.00    |
| Certified Copies of FBN  | BP 17926(b) | 5.00     |
| Statement Electronic copy of FBN index   | BP 17928    | 50.00    |
| Search Fee (per name per year)   | Gov 26854   | 10.00    |

## MARRIAGE \*

| TYPE                                      | CODE                                     | FEE (\$) |
|---|--|----------|
| License:                                  |  |          |
| • Public                                  | Gov 26840 et seq., HS 100435, Welf 18305 | 79.00    |
| • Confidential                            | Gov 26840 et seq.                        | 80.00    |
| • Duplicate/Replacement                   | Fam 360, 510                             | 5.00     |
| Ceremony:                                 |  |          |
| • Standard                                | Gov 26861                                | 65.00    |
| • Supplement for Internet Wedding Cam     | Gov 54985                                | 50.00    |
| Deputize Marriage Commissioner            | Fam 401                                  | 60.00    |
| Authorize Notary re: Confidential License | Fam 536                                  | 300.00   |

## NOTARY PUBLIC \*

| TYPE                                       | CODE                     | FEE (\$) |
|--|--------------------------|----------|
| File & record oath and first page of bond: | Gov 8213, 26849.1, 27361 | 42.00    |
| • Each additional page                     |                          | 3.00     |
| Verify Notary's Signature:                 | Gov 26837, 26852         |          |
| • First signature                          |                          | 12.00    |
| • Each additional signature by same notary |                          | 5.00     |

## PROFESSIONAL REGISTRATIONS \*

\* Indicates add recording fees required for bond

| TYPE   | CODE              | FEE (\$) |
|--|-------------------|----------|
| Humane Officer   | Corp 14502.3(e)   | 5.00     |
| Legal Document Assistant (registration, ID) *                                  | BP 6404           | 175.00   |
| • Additional ID card   |                   | 10.00    |
| Photocopier Registration (registration, ID) * (\$100 if also a process server) | BP 22453, 22453.1 | 175.00   |
| • Additional ID card   |                   | 10.00    |
| Process Server (registration, ID, fingerprints) *                              | BP 22352          | 112.00   |
| • Additional ID card   |                   | 10.00    |
| Unlawful Detainer Assistant *  | BP 6404           | 175.00   |
| • Additional ID card   |                   | 10.00    |

|                                   |   |                               |
|-----------------------------------|---|-------------------------------|
| <b>Federal Laws:</b>              | <b>Revision Authority:</b>              |                               |
| CFR = Code of Federal Regulations | ✳ = Gov 54985                           |                               |
| USC = United States Code          | ✳✳ = State reviews and adjusts annually |                               |
| <b>California Codes:</b>          |   |                               |
| BP = Business & Professions       | Elec = Elections                        | Pen = Penal                   |
| CCP = Civil Procedure             | Fam = Family                            | PR = Public Resources         |
| Civ = Civil                       | FG = Fish & Game                        | RT = Revenue & Taxation       |
| Comm = Commercial                 | Gov = Government                        | Welf = Welfare & Institutions |
| Corp = Corporations               | HS = Health & Safety                    |                               |

## RECORDING

| TYPE  | CODE                         | FEE (\$) |
|---|------------------------------|----------|
| Basic Recording Fees:   |                              |          |
| • First page  | Gov 27361, 27361.4           | 14.00    |
| • Each additional page  |                              | 3.00     |
| Additional Fee for each of the following documents:   | Gov 27388                    | 3.00     |
| Abstract of Judgment, Affidavit, Amended Deed of Trust, Assignment of Deed of Trust, Assignment of Lease, Assignment of Rents, Construction Deed of Trust, Covenants, Conditions and Restrictions (CC&Rs), Declaration of Homestead, Deed of Trust, Easement, Lease, Lien, Lot Line Adjustment, Mechanics Lien, Modification of Deed of Trust, Notice of Completion, Notice of Default, Notice of Trustee's Sale, Quitclaim Deed, Reconveyance, Release, Request for Notice, Rescission of Notice of Default, Subordination Agreement, Substitution of Trustee, Trustee's Deed Upon Sale, and Uniform Commercial Code Amendment, Assignment, Continuation, Statement or Termination |                              |          |
| Penalty: Undersized print (per page)  | Gov 27361 (a)(1)             | 1.00     |
| Penalty: Oversized page (per page)  | Gov 27361 (a)(2)             | 3.00     |
| Combined Documents (per title)  | Gov 27361.1                  | 14.00    |
| ✳ Penalty: No Preliminary Change of ownership statement Filed with Property Transfer  | RT 480.3(b)                  | 20.00    |
| Additional Indexing: Notice (per group of 10 names after initial 10)  | Gov 27361.8                  | 1.00     |
| Additional Indexing: Referenced Documents (per reference)   | Gov 27361.2                  | 1.00     |
| ✳ Preliminary 20-Day Notice (record, notify filer)  | Civ 3097, Gov 27361.9        | 84.00    |
| ✳ Financing Statements / UCC (record):  |                              |          |
| • First page  | Gov 12194, 27361             | 14.00    |
| • Each additional page  |                              | 3.00     |
| Involuntary Liens:  |                              |          |
| (1) Private/federal, affecting real property:   |                              |          |
| (a) Record and index lien:  | Gov 27361; CCP 2104          | Basic    |
| ✳ (b) Supplemental fee to notify debtors (Government filers exempt):  | Gov 27387                    | 7.00     |
| • Each additional group of ten debtors  |                              | 3.00     |
| (c) Search files & certify findings (per debtor)  | CCP 2103                     | 15.00    |
| (2) State tax lien (in-state debtor):   | Gov 6103.8, 7171(d), 7174(h) | No fee   |
| • Out-of-state debtor   | Gov 6103.8, 7171(d), 7174(h) | 9.00     |
| (3) Release of lien executed by state or local govt, if lien was recorded without fee   | Gov 27383                    | 13.00    |
| ✳ Acknowledge/Proof of Recording/ Conformed Copy  | Gov 27364                    | 10.00    |
| Research Files  | Gov 26854                    | 20.00    |
| ✳ Map of subdivided land:   | Gov 27372                    |          |
| • First page  |                              | 10.00    |
| • Each additional page  |                              | 2.00     |
| ✳ File, index, and keep each paper not required by law to be recorded   | Gov 27380                    | 9.00     |