



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
March 16, 2020

Contact: David Cabrera
Phone: (714) 834-2083
David.Cabrera@rec.ocgov.com

Orange County Clerk-Recorder Announces Changes to Office Access and to Service Delivery Options

Orange County Clerk-Recorder Hugh Nguyen will be closing all of his department's office locations to the public effective Tuesday, March 17, 2020, as a precautionary measure to help slow the spread of the Coronavirus also known as COVID-19. The Clerk-Recorder believes that it is in the best interest of its customers and employees to make some temporary changes in service delivery processes and to use mail and online services as much as possible. This will reduce exposure for all parties and allow services to continue with limited interruptions. Beginning Tuesday, March 17, 2020, Clerk-Recorder Hugh Nguyen will be implementing the following changes in service delivery processes:

1. All Clerk-Recorder office locations will be closed to the public.
2. All over-the-counter service will be suspended until further notice.
3. All special Saturday openings have been cancelled until further notice.
4. All Marriage Services (licenses and ceremonies) will be suspended until further notice.
5. All over-the-counter Document Recording Services will be suspended until further notice. All recordings may be submitted electronically or via U.S. postal service. Details on use of mail-in process will be available at OCRecorder.com
6. Attorney service document recording drop-offs and pick-ups will be suspended until further notice. Recordings may be submitted via U.S. postal service.
7. Passport Services have been suspended until further notice.
8. All professional registrations (process server, photocopier, legal document assistant and unlawful detainer assistant registrations) will be suspended until further notice.

The services listed below can be easily requested online or by mail using the forms available at OCRecorder.com. Again, no over-the-counter service will be available for the following services until further notice:

1. Vital Records: Birth, Death and Marriage
2. Fictitious Business Name Statements
3. Official Record Copies
4. Notary Public Registrations
5. Authentications
6. Environmental Impact Reports

"We are committed to upholding the highest of standards in service and safety to our customers and employees, especially during this difficult time," said Clerk-Recorder Hugh Nguyen. "We will remain operational and continue to provide service to the public online or by mail."

At this time, all department employees are in good health and are practicing constant hand washing, frequent disinfecting of hard surfaces and other practices designed to minimize exposure and maintain a sanitary work environment. Employees who are not feeling well will be staying at home.

For more information about obtaining services online or via U.S. postal service, please visit us at OCRecorder.com or call us at (714) 834-2500.

###

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