



**TOM DALY**  
CLERK-RECORDER

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

**March 24, 2010**

Questions? Contact Renee Ramirez  
(714) 834-2248 or [Renee.Ramirez@rec.ocgov.com](mailto:Renee.Ramirez@rec.ocgov.com)

## **Avoid the Summertime Passport Rush**

Planning to travel this summer? Apply for your passport now and avoid the rush!

The Clerk-Recorder Department offers passport services at the Old County Courthouse in Santa Ana, 211 W. Santa Ana Boulevard, in Room 202. The courthouse is open weekdays between 8 a.m. and 4:30 p.m., except county holidays. As an added convenience, passport photos can be purchased on the spot for \$15.

To save more time, applications can be completed in advance at [www.ocrecorder.com](http://www.ocrecorder.com). Processing time for passports is about four weeks. Requirements for applying for a passport include: Evidence of citizenship (certified birth certificate, naturalization certificate or certificate of citizenship), two passport photos and current government-issued photo identification.

Certified copies of birth certificates for those born in Orange County can be obtained across the street at the main Clerk-Recorder office at the Hall of Records, Building 12, 630 N. Broadway Street in Santa Ana, or at one of the department's branch offices in Laguna Hills and Fullerton. For more information about birth certificates, visit [www.ocrecorder.com](http://www.ocrecorder.com).

Holders of U.S. passport books and passport cards can now sign up through the Orange County Clerk-Recorder Department to receive an e-mail alert 90 days before passports are due to expire.

Signing up is easy. Just visit the Clerk-Recorder web site at [www.ocrecorder.com](http://www.ocrecorder.com). Select "Online Services" on the left-side menu. Then click on "Online Passport Renewal Reminder System" and follow a few simple instructions.

The Orange County Clerk-Recorder provides a variety of public services, including recording documents related to real property transactions, maintaining and issuing copies of birth, death and marriage certificates, issuing marriage licenses and performing civil wedding ceremonies. The department also files Fictitious Business Names and Notary Public oaths and bonds, and processes passport applications. The department oversees the Orange County Archives, a center for materials, research and education, preserving Orange County history.

For more information, visit the Clerk-Recorder web site at [www.ocrecorder.com](http://www.ocrecorder.com).

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NORTH COUNTY BRANCH OFFICE  
HISTORIC DOWNTOWN FULLERTON  
201 N. HARBOR BOULEVARD  
FULLERTON, CALIFORNIA 92832

ORANGE COUNTY  
HALL OF FINANCE AND RECORDS  
12 CIVIC CENTER PLAZA, ROOM 101  
SANTA ANA, CALIFORNIA 92701

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

(714) 834-2500 ♦ FAX (714) 834-2675 ♦ [WWW.OCRECORDER.COM](http://WWW.OCRECORDER.COM) ♦ [WWW.OCARCHIVES.COM](http://WWW.OCARCHIVES.COM)