



TOM DALY
CLERK-RECORDER

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

July 10, 2009

Questions? Contact Jean Pasco at (714) 834-2083
By e-mail at jean.pasco@rec.ocgov.com

Passport Expiration Reminders Now Available

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. Select "Online Services" on the left-side menu. Then click on "Online Passport Renewal Reminder System" and follow a few simple instructions.

"We're always looking for ways to improve value to our customers," Clerk-Recorder Tom Daly said in announcing the new service.

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. 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 in Santa Ana, Building 12, 630 N. Broadway Street. For more information about birth certificates, visit www.ocrecorder.com.

Passports are just one service available through the Clerk-Recorder Department. Other services include recording documents for real-property transactions; issuing copies of birth and death certificates and marriage licenses; and filing Fictitious Business Name statements. Civil marriage ceremonies are performed at the Old County Courthouse, as well as branch offices in historic downtown Fullerton and the Laguna Hills Civic Center. The department also oversees the Orange County Archives, a center for preserving the county's history.

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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

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