

# SIERRA COUNTY SCHEDULE OF FEES

EFFECTIVE JANUARY 1, 2010

Mailing Address:  
Sierra County Clerk-Recorder  
P.O. Drawer D  
Downieville, CA 95936

Physical Address:  
100 Courthouse Square, Room 11  
Downieville, CA 95936

Telephone: 530.289.3295  
Fax: 530.289.2830



Heather Foster  
Clerk-Recorder  
Clerk to the Board  
Registrar of Voters

## NOTICE

The county Clerk-Recorder and deputies are prohibited by law from rendering legal assistance (Section 24004 and 68082, CA Gov. Code). Persons appearing on their own behalf (in propria persona) are responsible for preparing and presenting their documents in complete and proper form without legal assistance from deputies of the County Clerk-Recorder's Office. Questions pertaining to legal matters of the proper completion of the appropriate forms should be answered by an attorney.

### RECORDER'S FEE SCHEDULE

Regular Recording Fee	
First Page	\$ 7. <sup>00</sup>
Each Additional Page	\$ 3. <sup>00</sup>
Non-Conforming 8 ½ x 11 page in document (a + b)	
a. Regular Recording Fee (\$ 7. <sup>00</sup> 1st pg. + \$3. <sup>00</sup> each additional)	
b. Non-Conforming Document Fee (all pages)	\$ 3. <sup>00</sup>
Additional indexing for each group of 10 names, or fraction thereof in addition to first 10	\$ 1. <sup>00</sup>
Each additional reference indexed, such as additional mining claims	\$ 1. <sup>00</sup>
Combined documents (each)	\$ 7. <sup>00</sup>
Military Records	No fee
Release of Liens (State, County, etc.)	\$11. <sup>00</sup>
Involuntary Lien Notification	\$ 3. <sup>00</sup>
Lien for State, Municipality, County	No fee
Preliminary Change of Ownership Form not filed if recording evidences a change of ownership	\$20. <sup>00</sup>
CD of Monthly Recordings	\$125. <sup>00</sup>
CD of Survey Maps (full set)	\$ 250. <sup>00</sup>
Recording of Maps	
First Page	\$ 6. <sup>00</sup>
Each Additional Page	\$ 2. <sup>00</sup>
<b>SEARCHING RECORDS</b>	
Vital Records—Birth	\$14. <sup>00</sup>
Vital Records—Death	\$12. <sup>00</sup>
Vital Records—Marriage	\$13. <sup>00</sup>
General records, each year	\$ .50
<b>DOCUMENTARY TRANSFER TAX</b>	
Documentary Transfer Tax is \$ .55 per \$500. <sup>00</sup> value	

### COPIES

Each page of recorded document	\$ 1. <sup>00</sup>
Each Additional Page of same document	\$ 1. <sup>00</sup>
Conformed copies (per page)	\$ 1. <sup>00</sup>
Faxing official documents (a + b + c)	
a. Regular Copy Fee (per page)	\$ 1. <sup>00</sup>
b. Flat Fax Charge	\$ 2. <sup>00</sup>
c. Each Page	\$ .50
Certification of any recorded document	\$ 1. <sup>75</sup>
Forms	
Mining Claim Forms*	\$ .25

### CLERK'S CERTIFICATION AND COPIES

Photocopy of original paper or record on file in Clerk's Office (per page)	\$ .50
Certifying a copy of a document on file	\$ 1. <sup>75</sup>
Clerk's certificate, not otherwise fixed	\$ 1. <sup>75</sup>
Searching records on file (per year)	\$ 1. <sup>75</sup>
Conflict of Interest Statement (per page)	\$ .10
Exemplification of paper	\$20. <sup>00</sup>
20 Day Notice filing	\$ 9. <sup>00</sup>
Fee for certificate of official capacity of any public official	\$ 2. <sup>25</sup>
Copies where fee is not fixed (per page)	\$ .25

### MISCELLANEOUS FEES

Filing, Indexing, Amending, or Certifying Copies of Articles of Incorporation	\$ 2. <sup>00</sup>
---	---------------------

**ADMITTED SURETY INSURERS**

Filing Power of Attorney or revocation	
a. One name	\$12. <sup>00</sup>
b. Two or more (each)	\$ 9. <sup>00</sup>
Filing Final Statement of Admitted Surety Insurer	\$12. <sup>00</sup>
Certification that Corporation Sureties Certificate is not surrendered/revoked	\$12. <sup>00</sup>

**BOARD OF EQUALIZATION**

Copies of documents	\$ .25
Fee for Finding of Fact (This is the minimum fee computed on actual time charges, not to exceed \$100. <sup>00</sup> per parcel or a total of \$500. <sup>00</sup> )	\$50. <sup>00</sup>

**BOARD OF SUPERVISORS**

Copies of documents	\$ .25
CD recording of Board Meeting	\$10. <sup>00</sup>
Tape Recording of Board Meeting (per hour or fraction thereof plus cost of tape)	\$20. <sup>00</sup>
Agenda & Public Notices (annually)*	\$40. <sup>00</sup>
Minutes (annually)*	\$70. <sup>00</sup>
Board Packet (Hard Copy, per page)	To be determined
Board Packet (CD)	To be determined
Franchises, New Applications	\$1000. <sup>00</sup>
Franchises, Renewal Applications	\$1000. <sup>00</sup>
Appeals	
Administrative Appeals	\$200. <sup>00</sup>
Planning Commission Appeals	\$500. <sup>00</sup>

**COUNTY CODE**

County Code on CD*	\$50. <sup>00</sup>
Hard Copy of County Code	\$85. <sup>00</sup>
Subscriber Annual Update (CD or Hard Copy)	\$20. <sup>00</sup>
Non-Subscriber Supplement Update (Hard Copy)	\$50. <sup>00</sup>

**ELECTIONS**

Precinct Register (hard copy or CD, up to 2) (Candidates/committees per thousand names)	\$ .50
Index to Precinct Register (hard copy) (Non-candidates/committees per page)	\$ .10
Certified Copy of Voter Registration	\$ 1. <sup>50</sup>
Copies of documents not otherwise listed	\$ .25
Current Voter File (Computer Base Charge) (+ ¢1 per listing/labels)	\$75. <sup>00</sup>
Precinct Map	\$ 4. <sup>00</sup>
Candidate Statement	\$200. <sup>00</sup>
Legislative Candidate Statement	\$250. <sup>00</sup>

\*AVAILABLE FOR FREE ONLINE AT  
[www.sierracounty.ws](http://www.sierracounty.ws)

**FICTITIOUS BUSINESS STATEMENTS**

Filing/Indexing Fictitious Name Statement or Renewal	
a. First business name and one partner	\$35. <sup>00</sup>
b. Each additional name (business or partner)	\$ 5. <sup>00</sup>
Filing/Indexing Abandonment	\$10. <sup>00</sup>
Filing/Indexing Withdrawal	\$10. <sup>00</sup>
Filing Aff. of Pub. of Dissolution of Partnership	\$ 5. <sup>00</sup>
Certified Copy	\$ 5. <sup>00</sup>
Business Name Index (Base Fee)	\$15. <sup>00</sup>

**FINANCING STATEMENTS**

Recording UCC	\$10. <sup>00</sup>
Recording UCC (3 pages or more)	\$10. <sup>00</sup>
Request for information (Search Files)	\$ 5. <sup>00</sup>
Copies—Each Page	\$ 1. <sup>00</sup>

**MARRIAGES**

Issuing Marriage License	\$65. <sup>00</sup>
Issuing/Filing Confidential Marriage License	\$71. <sup>00</sup>
Issuing Marriage License (After Hours)	\$70. <sup>00</sup>
Issuing Confidential License (After Hours)	\$76. <sup>00</sup>
Solemnizing Marriage Ceremonies (M-F)	\$50. <sup>00</sup>
Issuing Duplicate Marriage License	\$ 5. <sup>00</sup>
Deputization to perform Marriage	\$25. <sup>00</sup>

**NOTARY PUBLIC BONDS (a + b)**

Recording bond of notary public (a + b)	
a. Regular Recording Fee (\$ 7. <sup>00</sup> 1st pg. + \$3. <sup>00</sup> each additional)	
b. Filing	\$10. <sup>00</sup>

**VITAL RECORDS**

Birth Certificate	\$14. <sup>00</sup>
Death Certificate	\$12. <sup>00</sup>
Marriage Certificate	\$14. <sup>00</sup>
Birth (Gov.)	\$10. <sup>00</sup>
Amendments to above	\$20. <sup>00</sup>
Permit for Disposition	\$11. <sup>00</sup>
Cross Filing Permit for Disposition	\$14. <sup>00</sup>

**ENVIRONMENTAL DOCUMENTS**

Negative Declaration	\$2010. <sup>25</sup>
Environmental Impact Report	\$2792. <sup>25</sup>
Clerk's Filing Fee	\$50. <sup>00</sup>

**POLICIES/REQUIREMENTS**

A \$25.<sup>00</sup> charge will be collected by the office of the Treasurer on any check offered for payment which is returned for non-sufficient funds.