

RESOLUTION NO. 2024- 80

**RESOLUTION OF THE SAN BENITO COUNTY BOARD OF SUPERVISORS
ADOPTING THE SAN BENITO COUNTY 2024 FEE SCHEDULE FOR THE
COUNTY CLERK, RECORDER, AND ELECTIONS DEPARTMENT**

WHEREAS, pursuant to the provisions outlined in Government Code Section 54985(a) and Revenue and Taxation Code Sections 408-409, the County has the authority to judiciously adjust service fees to offset the expenses incurred in delivering said service; and

WHEREAS, the adjustments are intended to ensure that the County recuperates its expenditure associated with each service provided. Additionally, proposed fee modifications seek to strike a harmonious equilibrium between the County's incurred costs and the services rendered; and


WHEREAS, to bolster the general fund, the County intends to introduce services permissible by state statute but presently unavailable in San Benito County. This initiative not only aligns with statutory obligations but also augments the department's resource pool; and

WHEREAS, in addition to these endeavors, the County Clerk-Recorder/Registrar of Voters seeks authorization to provide Document Notarization services, a move intended to enhance community services and contribute supplemental revenue to the general fund; and

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Board of Supervisors approve the fee adjustments to the County Clerk, Recorder, and Elections Department fee schedule, located in Appendix A of San Benito County Codes Section 5.01.000; and authorize the implementation of services permissible by state statute but presently unavailable in San Benito County.

PASSED AND ADOPTED this 18th day of June 2024, by the following votes:

AYES: 5 Supervisors: Curro, Sotelo, Zanger, Kosmicki, Gonzales
NOES: 0 Supervisors: None
ABSTAIN: 0 Supervisors: None
ABSENT: 0 Supervisors: None

DocuSigned by:

D6BD79D4D88A4E1...
Angela Curro, Chairperson
Board of Supervisors

ATTEST:
Vanessa Delgado, Clerk of the Board

DocuSigned by:

By: 3BEFBC2E3B23439...

APPROVED AS TO LEGAL FORM:
Ekam Brar, Deputy County Counsel

DocuSigned by:

By: 249F8ED870FB47D

**FRANCISCO DIAZ
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS**

Telephone:

Co. Clerk: (831) 636-4029

Elections: (831) 636-4016

Recorder: (831) 636-4046

Facsimile: (831) 636-2939



**OFFICE OF THE COUNTY CLERK, RECORDER &
REGISTRAR OF VOTERS**

1601 Lana Way

Hollister, California 95023

www.sbcvote.us

COUNTY OF SAN BENITO

Effective: July 1, 2024
BOS Approved: June 18, 2024
Resolution: 2024-80

Recording Fees		
Description	Fee/Charge	Regulation
First page of all titles NOT associated with the Real Estate Fraud Fee (8-1/2" x 11")	\$15.00	GC27360-27388
Each Additional Page of Document	\$ 3.00	GC27360-27388
SB-2 Recording Fee may be applied, per Real Estate instrument, paper, or notice... AB-1466 Restrictive Covenant Fee [This fee only applies to documents that are paying the SB2 fee] Until 12-31-2027	\$ 75.00 + 2.00	GC 27388.1 GC 27388.2
Non-conforming page size (other than 8-1/2" x 11")	\$ 3.00	GC27361(a)(2)
Release of lien by a government entity	\$ 20.00	GC27361.3; SB780
Documentary Transfer Tax (per \$500)	\$ 0.55	R&T11911
Notification of Involuntary Lien (1st debtor)	\$ 7.00	GC27387
Notification of Involuntary Lien (each additional debtor)	\$ 7.00	GC27387
Documents recorded without a Preliminary Change of Ownership	\$ 20.00	R&T480.3
Conformed copies (each copy, if copy provided for confirming (2 max))	\$ 2.00	GC27361(d)(2); 26831
Penalty print	\$ 1.00	GC27361(a)
Map Recording Fee	\$ 9.00	GC27372, GC27361
Map Recording Fee	\$ 3.00	GC27372
Each additional reference after first document referenced, excluding mining claims	\$ 1.00	GC12194

Each additional reference after first document referenced, excluding mining claims	\$ 1.00	GC27361.2
Financing Statements (1-2 pages) 8-1/2" x 11"; UCC Search	\$ 10.00	9403-9407 Commercial Code UCC
Financing Statements (3 pages or more) 8-1/2"-11"	\$ 20.00	9403-9407 Commercial Code UCC
Preliminary 20-day filing & notice	\$ 50.00	Civil 3097; GC27387

Birth, Death, Marriage Licenses and Certificate Fees		
Description	Fee/Charge	Regulation
Birth Certificate/Search	\$ 29.00	H&S103625, H&S103525.5, W&I1896 6, H&S100430
Birth Certificate/Search (Government Agencies)	\$ 22.00	H&S103625, H&S103525.5, H&S1004 30
Homeless Person Birth Record	FEE EXEMPT	H&S103577
Foster Care Birth Certificate	FEE EXEMPT	H&S103577
Death Certificate/Search	\$ 24.00	H&S103625, H&S103525.5, H&S1004 31, Penal 14251
Death Certificate/Search (Government Agencies)	\$ 24.00	H&S103625, H&S103525.5, H&S1004 31, Penal 14251
Fetal Death Certificate/Search	\$ 21.00	H&S103625, H&S100430
Marriage Certificate/Search	\$ 17.00	H&S103625, FC 1852, AB 233, H&S100430
Marriage Certificate/Search (Government agencies)	\$ 12.00	H&S103625, H&S10043
Confidential Marriage Certificate/Search	\$ 17.00	H&S103625, FC1852, H&S100430
Marriage License/Public	\$ 75.00	GC26840, H&S100435 GC26840.3, W&I18305
Marriage License/Confidential restrictions apply	\$ 85.00	GC26840, H&S100435 GC26840.3, W&I 18305, GC 54985, FC510
Duplicate Marriage License	\$ 20.00	FC360,510; GC54985
Filing Affidavit to Amend Confidential Marriage Certificate (One year or more after date of marriage)	\$ 20.00	H&S103700
Deputy Commissioner for One Day	\$ 100.00	GC54985(a) (Resolution 2024-80)
Witness Fee (for the required witness at	\$ 25.00	GC26831 (Resolution 2024-80)

marriage ceremonies)		
Performing Civil Marriage Ceremony	\$ 100.00	GC26861;54985 (Resolution 2024-80)
Performing Civil Marriage Ceremony afterhours and/or Weekends	\$ 150.00	GC54985(a) (Resolution 2024-80)

Fictitious Business Name Filings		
Description	Fee/Charge	Regulation
Fictitious Business Name (includes 1 owner)	\$ 40.00	B&P17929a, d (Resolution 2024-XX)
Additional Fictitious Business or partner name	\$ 7.00	B&P17929a, d
Abandonment of Fictitious Business Name	\$ 40.00	B&P17929b, d (Resolution 2024-80)
Statement of Withdrawal from Partnership operating under FBN	\$ 40.00	B&P17929c, d (Resolution 2024-80)
FBN standard marketing report (1st Page)	\$ 20.00	B&P17929c, d
Certified Statement of any FBN	\$20.00	B&P 17926(b) (Resolution 2024-80)
Copy of FBN Publication	\$5.00	GC26831 (Resolution 2024-80)

Process Server Fees, Legal Document Assistant, and Power of Attorney		
Description	Fee/Charge	Regulation
ID cards for Process Server, Professional Photocopier, Legal Document Assistant or Unlawful Detainer Assistant	\$ 10.00	B&P6404,22352,22453
Professional Photocopier	\$ 175.00	B&P22453
Unlawful Detainer Assistant filing	\$ 175.00	B&P6404
Legal Document Assistant filing	\$ 175.00	B&P6404
Process Server filing	\$ 175.00	B&P22352
Process Server/Professional Photocopier filed @same time	\$ 100.00	B&P22453.1
Filing Bond (PP/UDA/LDA/PS)	\$ 7.00	B&P6404(c)
Power of Attorney - Surety Company (appt or revocation) 1st Name	\$ 15.00	GC26855.1
Power of Attorney - Surety Company (appt or revocation) Additional for each added name	\$ 7.00	GC26855.1
Bond for Legal Document Assistant (file, cancel, withdraw or revoke) 1st page	\$ 15.00	B&P6405
Each Additional Page (Bond)	\$ 3.00	B&P6405

Bond for Notary (file, cancel, withdraw or revoke) 1st Page	\$ 15.00	GC26849.1,8213
Each Additional Page (Bond)	\$ 3.00	B&P22353
Bond for Process Server (file, cancel, withdraw or revoke) 1st Page	\$ 15.00	B&P22353
Each Additional Page (Bond)	\$ 3.00	
Bond for Professional Photocopier (file, cancel, withdraw or revoke) 1st Page	\$ 15.00	B7P22455
Each Additional Page (Bond)	\$ 3.00	B7P22455
Bond for Unlawful Detainer Assistant (file, cancel, withdraw or revoke) 1st Page	\$ 15.00	B&P6404,6125-6133
Each Additional Page (Bond)	\$ 3.00	B&P6405

Notary Filings and Notary Services		
Description	Fee/Charge	Regulation
Notary Public filing (of Oath) Rec Fee	\$ 25.00	GC26850;26855;26855. 3
Bond for Notary (file, cancel, withdraw or revoke) 1st Page	\$ 15.00	GC26849.1,8213
Each Additional Page (Bond)	\$ 3.00	B&P22353
Notary Signature Authentication - Each additional signature after 1st for the Same Notary	\$ 5.00	GC26855,54985
Document Notarization	\$15.00 (per document)	Resolution 2024-80

CEQA Notices and Public Notices		
Description	Fee/Charge	Regulation
Notice of Determination for which a Negative Declaration was prepared pursuant to the Public resource Code (includes Co. Clerk Handling Fee of \$50)	\$ 2,764.00	F&G711.4d,e
Notice of Determination with an Environmental Impact Report prepared pursuant to the California Environmental Quality Act (includes Co. Clerk Handling Fee of \$50)	\$ 3,839.25	F&G711.4d,e
Environmental Document pursuant to a Certified Regulatory Program (includes Co. Clerk Handling Fee of \$50)	\$1,305.25	PRC21080.5 CEQA 15251
Notice of Exemption fee	\$ 50.00	F&G711.4, 713

Copies, Record Searches, and Maps		
Description	Fee/Charge	Regulation
Official Clerk Copies (1st page per document) 8 1/2 x 11	\$ 5.00	GC26831
Official Clerk Copies (each additional page per document) 8 1/2 x 11	\$ 2.00	GC26832
Certified Clerk Copies (1st page) 8 1/2 x 11	\$ 20.00	GC26839;27366
Certified Clerk Copies (each add. After 1st page same document)	\$ 3.00	GC26833
Election copies/page (including FPPC Filings)	\$ 0.10	GC26831
Election USB Countywide/Jurisdictional	\$ 40.00	GC26831;27366
Election Mailing Labels/ per sheet cost (30 labels per sheet	\$ 0.19	GC26831
Certification under seal (per certified document)	\$ 20.00	GC26839
Election Map	Per GIS pricing schedule	GC26831
Jurisdictions - Minimum charge for jurisdictions that do not go to election due to insufficient nominees	\$ 400.00	GC26831
Research and Compilation Services	\$ 37.00	GC54985
USB copies of Statement of Vote Report	\$ 40.00	GC26831
Records over five years old add retrieval services fee	\$ 37.00	GC54985
Maps by District	Per GIS pricing schedule	Reso: 2011-97
Military Record copies (DD+214)	NO CHARGE	GC27381
Clerk Search - files or records	\$ 5.00	GC26854
Certificate to the official capacity of any public official	\$ 10.00	GC26839;26852
Translation Certification	\$10.00	GC 27293 (Resolution 2024-80)
Appointment of Humane Officer	\$5.00	CORP 14502,d (Resolution 2024-80)
Miscellaneous Filings	\$10.00	GC26850 (Resolution 2024-80)
Certificate of Voter Registration	\$1.50	EC 2167
Copy of Affidavit, Voter Registration	\$1.50	EC 2167
Election Official Letter of Certification of Records	\$10.00	(Resolution 2024-80)
Web Services for Recorder Documents	\$8,000.00 (annual fee)	(Resolution 2024-80)

Election Candidate Statements		
Description	Fee/Charge	Regulation
Candidate Statement Printed & Online (200 Words - 1/4 Page each language)	\$250 + \$0.05/per Voter	EC13307
Candidate Statement Printed & Online (250 Words - 1/2 Page each language)	\$400 + \$0.05/per Voter	EC13307
Candidate Statement Printed & Online (400 Words - 1/2 Page each language)	\$450 + \$0.05/per Voter	EC13307
Candidate Statement Online Only must be authorized by jurisdiction (200 - 400 Words)	\$ 150.00	EC13307