

# SCHEDULE OF FEES

EFFECTIVE JANUARY 1, 2022

REBECCA MARTINEZ, COUNTY CLERK-RECORDER



## COUNTY OF MADERA

200 W. 4TH STREET  
MADERA, CALIFORNIA 93637  
TELEPHONE: (559) 675-7720  
FAX: (559) 675-7870

COUNTY CLERK-RECORDER  
ELECTIONS  
COMMISSIONER OF CIVIL MARRIAGES

All items requested to be conformed and returned **Must** be accompanied by a self-addressed, stamped envelope.

Deputy County Clerk/Recorders are prohibited from practicing law and therefore cannot give legal advice.  
[Government Code Section 24004]

A \$25.00 charge will be imposed on any check offered for payment which is returned without payment.  
[Government Code Section 6157]

### **Information**

Birth, Death & Marriage Certificates  
Fictitious Business Names & Professional Registrations  
Official Recordings  
Marriage Licenses  
Elections Services

### **Telephone Number**

675-7721  
675-7721  
675-7724  
675-7721  
675-7720

**SCHEDULE OF MADERA COUNTY CLERK CHARGES**  
**TELEPHONE (559) 675-7721**

**NOTARY PUBLIC BONDS**

Filing a notary oath commissioned from the Secretary of State	\$15.00
Recording notary bond with County Recorder	See Recording Fees

**PROFESSIONAL REGISTRATIONS**

Filing a certificate of registration/renewal as a <i>Registered Process Server</i>	\$100.00
a. A \$2,000.00 surety bond or cash deposit is required at the time of filing certificate.	
b. Applicant must be a California resident and may not have been convicted of a felony.	
c. One photo ID card is included. Photos are taken on-site at the County Clerk's office.	

Filing a certificate of registration/renewal as a <i>Registered Professional Photocopier</i>	\$175.00
a. Fee is reduced to \$100.00 if applicant is also a registered Process Server.	
b. A \$5,000.00 surety bond or cash deposit is require at time of filing certificate.	
c. One photo ID card is included. Photos are taken on-site at the County Clerk's office.	

Filing a certificate of registration/renewal as a <i>Registered Legal Document Assistant OR Unlawful Detainer Assistant</i>	\$175.00
a. A \$25,000.00 surety bond or cash deposit is required at the time of filing certificate.	
b. Documentation of education and employment history is required at time of filing.	
c. One photo ID card is included. Photos are taken on-site at the County Clerk's office.	

Bond Filing fee for Process Server/Photocopier/LDA/UDA registrations	\$7.00
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Bond Recording fee for Process Server/Photocopier/LDA/UDA registrations	See Recording Fees
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**FICTITIOUS BUSINESS NAME STATEMENTS**

Filing and indexing of a fictitious business name statement (FBN) or renewal, including any affidavit of publication and furnishing of one certified copy	\$25.00
a. Includes one business name and one registrant (owner) name	
b. Must include a copy of SOS Statement of Information or articles as applicable	

Each additional business name OR registrant name listed	\$7.00 per name
a. additional business must be at the same address	

Filing and indexing an Abandonment of Use of a FBN, including any affidavit of publication	\$15.00
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Filing and indexing a Withdrawal from partnership operating under a FBN, including any affidavit of publication	\$15.00
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Publication of Notice	Varies by Newspaper
Each new FBN filing or renewal with changes is required to publish a	

notice to the public within 30 days of filing with the Clerk. The notice must publish once a week for 4 consecutive weeks in a newspaper of general circulation in Madera County.

**CERTIFICATION AND CLERK COPY FEES**

Certification of Public Official	\$7.00
Humane Officer Registration	\$5.00
Certificate of Authority - Department of Insurance (Free for government agencies)	\$3.50
Preparing photocopy of document, per page	\$0.50
Certifying a copy of paper on file with the County Clerk	\$1.75
Certificate of Aliveness If required for insurance benefits by a foreign country.	No Charge
Certificate of Acknowledgment County Clerk staff may only acknowledgment vital applications submitted to other Counties or CDPH. They are not permitted to acknowledge any other legal document.	\$7.00
Translation Certificate Processing Fee	\$10.00

**ADMITTED SURETY INSURERS**

Filing a power of attorney or revocation for an admitted surety insurer, first name	\$3.50
a. Additional names designated on the same POA, each name	\$2.50

**MISCELLANEOUS**

Civil Marriage Ceremony	\$25.00
Fish & Game Filing Fee - County Clerk Administrative Fee (additional filing fees set by CDFW and are adjusted annually)	\$50.00
Returned Check Fee	\$25.00

**SCHEDULE OF MADERA COUNTY RECORDER CHARGES  
TELEPHONE (559) 675-7724**

**REGULAR RECORDING FEES**

**All recordings are subject to the Building Homes & Jobs Act fee unless an exemption is cited - please review below.**

First page (8 1/2 x 11 inches)	\$14.00
Each additional page	\$3.00

Combined Documents (Each Additional Title)	\$14.00
Whenever two or more documents are serially incorporated on one form or sheet, or are attached to one another, except as a marked exhibit, each instrument shall be considered to be a separate instrument for the purpose of computing fees established by GC 27361	
Non-Standard form size fee (applies to total page count of document)	\$3.00 per page
Will be charged to any document that contains a page or pages that are smaller than or exceeds 8 1/2 x 11 inches, up to 8 1/2 x 14 inches	
Penalty Print	\$1.00 per page
Applies to every page that contains text printed more than 9 lines per vertical inch or more than 22 characters and spaces per inch horizontally	
Preliminary Change of Ownership Report Missing	\$20.00
Will be charged if a PCOR is not submitted with a conveyance document	
Involuntary Lien Notices - per debtor	\$6.00
Provides notice to debtors via regular first-class mail that an involuntary lien/judgment has recorded that may affect their property.	
Release of State & Local Governmental Liens	\$20.00
Notices & Releases of Federal Tax Liens	\$14.00
Plus \$3.00 for each additional page	
Notices & Releases of State Tax Liens (Out of State Residents)	\$14.00
Plus \$3.00 for each additional page	
Building Homes & Jobs Act fee (SB2)	\$75.00
Applies to all recorded documents unless a valid exemption is cited on the document or \$225.00 maximum is met on concurrently recorded documents for the same parties related to the same property.	
Exemptions to this fee include: transfer subject to the imposition of documentary transfer tax; transfers of real property that are residential property to an owner-occupier; documents not related to real property; documents executed by or recorded by the State or a local government entity; documents executed by or recorded by federal government in accordance with the Uniform Federal Lien Registration Act; or documents recorded concurrently with any of these exemptions by the same parties related to the same property	
Additional references requiring indexing - per reference	\$1.00
References to groups of mining claims consecutively numbered or lettered alphabetically shall be considered one group for this purpose. Each break shall be considered an additional mine for fee purposes.	
Additional names (Per group of 10 names or fraction thereof)	\$1.00

Map filing - first page	\$9.00
Each additional page	\$2.00
*Subject to Building Homes & Jobs Act fee	

Financing Statements - UCC	
Recording fee 1-2 pages	\$10.00
3 or more pages	\$20.00
* Subject to Building Homes & Jobs Act fee & any additional penalty fees as applicable	

**DOCUMENTARY TRANSFER TAX**

All conveyances (deeds) of real property and leases wherein the term, including options, exceeds 35 years are subject to DTT; unless a valid exemption is cited. DTT is also due on any unrecorded transfers of interest that result in change in ownership.

DTT is based on the consideration paid or value of the property: \$1.10 per \$1000.00

**OFFICIAL COPIES & EXTRACTED DATA**

First page of recorded document	\$3.00
Each additional page	\$1.00

Certification fee \$2.00

Map Copy	
Digital or 18 x 24 print	\$5.00
11x16 print	\$2.00

CD Extract (700 MB) - per disc	\$25.00
Official record data transferred to disc biweekly, monthly, or quarterly as requested	
Document types may include all recorded, conveyances only, maps only, etc.	

Annual FTP subscription -Official Records	\$450.00 per month
Customers receive daily transfers of images and indexed data.	

**VITAL RECORDS - CERTIFIED COPIES**

Birth Certificate	\$29.00
Birth Certificate (Government Agency)	\$22.00
Death Certificate	\$24.00
Fetal Death Certificate	\$21.00
Marriage Certificate (Public or Confidential)	\$17.00
Marriage Certificate (Government Agency)	\$12.00

Vital Record Search Fee Cost of Record  
 Any search of the files and records performed by the Clerk-Recorder shall be equivalent to the cost of the record. If no record is found, a Certificate of No Record shall be issued.

**SCHEDULE OF MADERA COUNTY REGISTRAR OF VOTER CHARGES  
 TELEPHONE (559) 675-7720**

**ELECTIONS COPY FEES**

Election Documents/Oaths, etc.	\$0.50 per page
Campaign Disclosure Statements	\$0.10 per page
Statements of Economic Interest	\$0.10 per page
Printed Voter Lists (Candidate Rate) Alphabetical or Street Address	\$0.50 per 1,000
Printed Voter Lists (Non-Candidate Rate) Alphabetical or Street Address	\$0.50 per page
Mailing Labels - Voters	
Set-up Fee	\$40.00
Per 1,000 labels	\$10.00
Voter List w/Vote History on CD:	
Set-up Fee	\$40.00 +
Per 1,000 records	\$1.00
Voter List w/o Vote History on CD:	
Set-up Fee	\$40.00 +
Per 1,000 records	\$0.30
Vote By Mail Voter List:	
Hard Copy + \$0.10 per page	\$10.00
CD (flat fee - no record limit)	\$10.00
Precinct/District File (PDF) on CD	\$10.00
Statement of the Vote:	
Hard Copy	\$20.00
CD	\$15.00
Unofficial Summary of Results	\$10.00

By Precinct

plus \$0.50 per page

**ELECTIONS MISCELLANEOUS**

Certified Copy of Voter Registration Card	\$1.50
Vote Center/Drop Box List	\$5.00
Candidate List by Office	\$5.00
Election Management/Set-up	\$200.00
Minimum Fee - database initialization, candidate filings, publications, etc.	
Statement of Qualifications	See Handbook
*Refer to Candidate Handbook	
Filing fee - State, County, Judicial Offices	See Handbook
*Refer to Candidate Handbook	
Filing Fee Municipal Office	\$25.00
Notice of Intent to Circulate Petition:	
Review by Clerk	\$200.00
Fine - Late Statement of Economic Interests	\$10.00 per day
up to \$100.00 maximum	

**ELECTIONS MAPS**

County/City Precincts (Large Scale)	\$5.00
Individual Precincts (8 1/2 x 11 paper)	\$0.50