

1 [County Clerk-Fees for notary services.]

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3 **Ordinance amending San Francisco Administrative Code Section 8.33.1, 833.2, and**  
4 **834.1 to authorize the County Clerk, the Assessor-Recorder, and the Tax Collector to charge fees**  
5 **for providing notary services to the public in the amount of \$10 for an**  
6 **Acknowledgment and \$10 for a Jurat; and ratifying that requests for marriage**  
7 **certificate index records are subject to the same charges as are fictitious business**  
8 **name index records.**

9 Note: Additions are single-underline italics Times New Roman;  
10 deletions are ~~strikethrough italics Times New Roman~~.  
11 Board amendment additions are double underlined.  
12 Board amendment deletions are ~~strikethrough normal~~.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. Findings.

15 The Planning Department has determined that the actions contemplated in this Ordinance are  
16 in compliance with the California Environmental Quality Act (California Public Resources Code  
17 sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File  
18 No. \_\_\_\_\_ and is incorporated herein by reference.

19 Section 2. The San Francisco Administrative Code is hereby amended by amending  
20 section 8.33.1 as follows:

21 SEC. 8.33.1. COUNTY CLERK'S FEES.

22 (a) Pursuant to Government Code Sections 54985 through 54987 and 26831 and  
23 Business and Professions Code Section 22352, the County Clerk is hereby authorized to  
24 charge fees to defray the actual cost of issuance of the following documents and the provision  
25 of the following services, notwithstanding the fees otherwise set or limited by State law. Any

1 persons requesting the following documents or services shall pay the following fees:

2		
3	Public marriage license (county clerk's portion of the license fee only; additional statutory surcharges apply)	\$ 50.00
4	Confidential marriage license (county clerk's portion of the license fee only; additional statutory surcharges apply)	50.00
5		
6	Duplicate copy of marriage license	16.00
7	Amendment to marriage license	20.00
8	Performance of marriage/domestic partnership ceremony in City Hall –	
9		
10	During regular business hours	60.00
	On weekends or holidays	100.00
11	Issuance of authority to perform ceremony and oath	100.00
12	Filing fictitious business name statement	37.00
13		
14	Additional name or registrant on same statement	9.00
15	Filing affidavit of publication	6.00
16	Withdrawing partner or abandoning fictitious business statement	30.00
17		
18	Administration of oath and filing notary public bond (does not include additional state fees for recording)	30.00
19	Surrender of notary journal	12.00
20		
21	Filing, revoking, canceling or withdrawing power of attorney (surety insurer)	27.00
22		
23	Additional name	7.00
24	Process server identification card	10.00
25	Processing of fingerprint cards (not including State Department of Justice fee)	10.00

1	<del>Authentication</del> <u>Verification</u> of public official/ notary public	10.00
2	<u>authentication</u>	
3	Search of County Clerk's files	7.50
4	Copies of records on file	
5	(per page, pages 1 through 3)	4.50
6	(each additional page)	0.10
7	Certifying/endorsing documents or copies of documents	1.50
8	Fictitious business name <u>or marriage license</u> index records	
9	Records for one day	9.50
10	Records for one week	9.50
11	Records for two weeks	20.00
12	Records for one month	20.00
13	Diskette	1.00
14	New client fee	15.00
15	Delivery handling fee	10.00
16	Environmental impact report, administration fee	30.00
17	<u>Notary Services</u>	
18	<u>Acknowledgment</u>	<u>10.00</u>
19	<u>Jurat</u>	<u>10.00</u>

20 Such fees received by the County Clerk shall be deposited with the City and  
21 County Treasurer. Portions of the fees for marriage licenses shall be disbursed in accordance  
22 with Government Code Sections 26840, 26840.1, 26840.3, 26840.7, and 26840.8 and San  
23 Francisco Administrative Code Section 10.117-21.

24 (b) Beginning with fiscal year 2003-2004, fees set in this Section shall be  
25 adjusted each year, without further action by the Board of Supervisors, to reflect changes in  
the relevant Consumer Price Index, as determined by the Controller. Except, fees charged for  
notary services provided by the County Clerk shall be adjusted, without further action of the Board of

1 Supervisors, to reflect changes in Government Code Section 8211, or any subsequent amendment of  
2 that section.

3 No later than April 15th of each year, the County Clerk shall submit its current  
4 fee schedule to the Controller, who shall apply the price index adjustment to produce a new  
5 fee schedule for the following year.

6 No later than May 15th of each year, the Controller shall file a report with the  
7 Board of Supervisors reporting the new fee schedule and certifying that: (a) the fees produce  
8 sufficient revenue to support the costs of providing the services for which each fee is  
9 assessed, and (b) the fees do not produce revenue which is significantly more than the costs  
10 of providing the services for which each fee is assessed.

11  
12 Section 3. The San Francisco Administrative Code is hereby amended by amending  
13 section 8.33.2 to read as follows:

14 Sec. 833.2. ASSESSOR RECORDER'S FEES.

15 (a) Pursuant to Government Code Sections 54985 through 54987 and 27366, the  
16 County Assessor-Recorder is hereby authorized to charge fees to defray the actual cost of  
17 issuance of the following documents and the provision of the following services,  
18 notwithstanding the fees otherwise set or limited by State law. Any persons requesting the  
19 following documents or services shall pay the following fees:

20	Duplicates of recorded maps	
21	(first page)	\$5.00
22	(each additional page)	\$3.00
23	Copies of records on file	
24	(per page, pages 1 through 3)	\$3.00
25	(each additional page)	0 .50

1	Certifying/conforming copies of documents	\$1.00
2	Microfilm of daily film of recordings (per roll)	\$25.00
3	Microfiche (per frame)	\$2.00

4 Notary Services

5	<u>Acknowledgment</u>	<u>\$10.00</u>
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6	<u>Jurat</u>	<u>\$10.00</u>
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7 (b) Such fees received by the Assessor-Recorder shall be deposited with the City and County

8 Treasurer. Fees charged for notary services provided by the Assessor-Recorder shall be adjusted,

9 without further action of the Board of Supervisors, to reflect changes in Government Code Section

10 8211, or any subsequent amendment of that section.

11 Section 4. The San Francisco Administrative Code is hereby amended by amending  
 12 section 8.34.1 to read as follows:

13 SEC. 8.34.1. TAX BILLING - ADMINISTRATIVE FEES.

14 (a) Application for Separate Valuation. Pursuant to Section 2821 of the California  
 15 Revenue and Taxation Code, a fee of \$50 shall be collected by the Tax Collector at the time  
 16 any person applies to the Tax Collector to have any parcel separately valued on the current  
 17 roll for the purpose of paying taxes. The fee shall be for the actual costs incurred by the Tax  
 18 Collector for the processing of an application for separate assessment, and the initial ongoing  
 19 costs of separate assessment, billings, and mailings. The fee may be billed separately or prior  
 20 to initial separate tax bills, or both, or collected on subsequent tax bills, and shall be deposited  
 21 in the General Fund.

22 (b) Delinquent Property Taxes - Installment Payments. Pursuant to Section 4217 of  
 23 the California Revenue and Taxation Code, persons that request to pay delinquent property  
 24 taxes in installments shall be subject to a processing fee of \$20. The fee shall be paid to the  
 25 Tax Collector and may be collected on the tax bill.

1 (c) Preparation and Provision of Documents. Pursuant to Section 162 of the  
2 California Revenue and Taxation Code, the Tax Collector shall charge and collect a fee of  
3 \$1.00 for preparing each of the following documents:

- 4 (1) A certified copy of a redemption certificate;
- 5 (2) A certified copy of an installment redemption receipt;
- 6 (3) A certificate of payment showing taxes paid;
- 7 (4) A certified copy of an assessment as entered on the assessment role.

8 The fee for providing a copy of any of these records or documents by photographic process  
9 shall be the actual cost thereof plus the sum of \$1.00. The fee shall be placed in the General  
10 Fund.

11 (d) Notary Fees. Any person requesting notary service shall pay the following fees:

12 Notary Services

13 Acknowledgment \$10.00

14 Jurat \$10.00

15 (e) Notary fees received by the Tax Collector shall be deposited with the City and County  
16 Treasurer. Fees charged for notary services provided by the Tax Collector shall be adjusted, without  
17 further action of the Board of Supervisors, to reflect changes in Government Code Section 8211, or any  
18 subsequent amendment of that section.

19 APPROVED AS TO FORM:  
20 DENNIS J. HERRERA, City Attorney

21 By: \_\_\_\_\_  
22 Carol A. Boardman  
23 Deputy City Attorney  
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