

1 [Administrative Code - County Clerk Fee Amounts; Digital Signature Fee]

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3 **Ordinance amending the Administrative Code to update County Clerk fees to current**
4 **amounts, and to authorize the County Clerk to impose a digital signature fee.**

5 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
6 **Additions to Codes** are in *single-underline italics Times New Roman font*.
7 **Deletions to Codes** are in ~~*strikethrough italics Times New Roman font*~~.
8 **Board amendment additions** are in double-underlined Arial font.
9 **Board amendment deletions** are in ~~strikethrough Arial font~~.
10 **Asterisks (* * * *)** indicate the omission of unchanged Code
11 subsections or parts of tables.

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

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12 Section 1. Adjustment of County Clerk Fees by Controller.

13 Section 8.33.1 of the Administrative Code sets forth a process by which fees listed in
14 that section are updated on a yearly basis to reflect changes in the relevant Consumer Price
15 Index, as determined by the Controller, without further action by the Board of Supervisors.

16 Section 2 of this ordinance revises the listing of County Clerk fees in Section 8.33.1 to reflect
17 the current fees, as have been updated annually (most recently updated as of July 1, 2020)
18 through the process prescribed in Section 8.33.1.

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20 Section 2. The Administrative Code is hereby amended by revising Section 8.33.1 to
21 read as follows:

22 **SEC. 8.33.1. COUNTY CLERK’S FEES.**

23 (a) The County Clerk is hereby authorized to charge fees to defray the actual cost of
24 issuance of the following documents and the provision of the following services,

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1 notwithstanding the fees otherwise set or limited by State law. Any persons requesting the
 2 following documents or services shall pay the following fees:

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4	Public marriage license (County Clerk's portion of license fee	\$63.00 <u>77</u>
5	only; additional statutory surcharges apply)	
6	Confidential marriage license (County Clerk's portion of license	\$63.00 <u>77</u>
7	fee only; additional statutory surcharges apply)	
8	Filing of Declaration of Domestic Partnership	\$51.00 <u>62</u>
9	Filing of Amendment to Declaration of Domestic Partnership	\$51.00 <u>62</u>
10	Duplicate copy of marriage license	\$20.00 <u>25</u>
11	Amendment to marriage license	\$25.00 <u>31</u>
12	Souvenir marriage certificate with seal	\$6.00 <u>8</u>
13	Performance of marriage/Domestic Partnership ceremony during	\$76.00 <u>93</u>
14	regular business hours in City Hall	
15	Performance of marriage/Domestic Partnership ceremony on	\$127.00 <u>154</u>
16	weekends or holidays off-site	
17	Issuance of authority to perform ceremony and oath	\$127.00 <u>154</u>
18	Filing fictitious business name statement	\$47.00 <u>57</u>
19	Additional name or registrant on fictitious business name	\$11.00 <u>14</u>
20	statement	
21	Filing affidavit of publication of fictitious business name statement	\$8.00 <u>9</u>
22	Withdrawing partner <i>from</i> or abandoning fictitious business name	\$38.00 <u>46</u>
23	statement	
24		
25		

1	Administration of oath and filing notary public bond (does not include additional state fees for recording)	\$38.00 <u>46</u>
2		
3	Surrender of notary journal	\$15.00 <u>19</u>
4	Filing, revoking, canceling or withdrawing power of attorney (surety insurer)	\$34.00 <u>42</u>
5		
6	Filing additional name for power of attorney (surety insurer)	\$9.00 <u>11</u>
7	Process server identification card	\$13.00 <u>15</u>
8	Verification of public official/notary public authentication	\$13.00 <u>15</u>
9	Search of indexed official records on file with the County Clerk, per record type	\$10.00 <u>12</u>
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11	Copies of indexed official records on file with the County Clerk, per file number:	
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13	(per page, pages 1 through 3)	\$6.00 <u>7</u>
14	(each additional page)	\$0.100 <u>.20</u>
15	Certifying/endorsing documents or copies of documents per file number	\$2.00
16		
17	Fictitious business name or marriage license index records:	
18	Records for one day	\$12.00 <u>15</u>
19	Records for one week	\$12.00 <u>15</u>
20	Records for one month	\$25.00 <u>31</u>
21	Diskette	\$1.00 <u>2</u>
22	Subscription fee	\$19.00 <u>23</u>
23	Delivery handling fee	\$13.00 <u>15</u>
24	Environmental impact report, administration fee	\$58.00 <u>71</u>
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(b) When a digital signature is required in connection with any document issued or service provided by the County Clerk, an additional fee shall be charged to a person requesting that document or service. This additional fee shall consist of the actual expense incurred by the County Clerk in processing the digital signature. The County Clerk shall publish on its website the amount of any additional digital signature fee, and in case of any change in the amount, shall update the published fee listing quarterly.

~~(b)(c)~~ Fees collected by the County Clerk pursuant to this Section 8.33.1 shall be deposited with the City and County Treasurer. Portions of the fees for marriage licenses shall be disbursed in accordance with California Government Code Sections 26840, 26840.1, 26840.3, 26840.7, and 26840.8, and San Francisco Administrative Code Section 10.100-336.

~~(e)(d)~~ Fees set in this Section 8.33.1 shall be 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.

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

(2) No later than May 15~~th~~ of each year, the Controller shall file a report with the Board of Supervisors reporting the new fee schedule and certifying that: (A1) the fees produce sufficient revenue to support the costs of providing the services for which each fee is assessed, and (B2) the fees do not produce revenue which is significantly more than the costs of providing the services for which each fee is assessed.

~~(d) The fees set in this Section 8.33.1 shall become operative on July 1, 2014, or on the effective date of the ordinance establishing said fees, whichever occurs later.~~

1 Section 3. Effective Date. This ordinance shall become effective 30 days after
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
4 of Supervisors overrides the Mayor's veto of the ordinance.

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6 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
7 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
8 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
9 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
10 additions, and Board amendment deletions in accordance with the "Note" that appears under
11 the official title of the ordinance.

12 APPROVED AS TO FORM:
13 DENNIS J. HERRERA, City Attorney

14 By: /S/ Sarah Crowley
15 SARAH CROWLEY
16 Deputy City Attorney

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