

1 [County Clerk--fees for notary services.]

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

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

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

15 Section 1. Findings.

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

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

22 SEC. 8.33.1. COUNTY CLERK'S FEES.

23 Pursuant to Government Code Sections 54985 through 54987 and 26831 and  
24 Business and Professions Code Section 22352, the County Clerk is hereby authorized to  
25 charge fees to defray the actual cost of issuance of the following documents and the provision  
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:

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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
11	On weekends or holidays	100.00
12	Issuance of authority to perform ceremony and oath	100.00
13	Filing fictitious business name statement	37.00
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		
20	Surrender of notary journal	12.00
21	Filing, revoking, cancelling 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	10.00

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

21                   Such fees received by the County Clerk shall be deposited with the City and  
22 County Treasurer. Portions of the fees for marriage licenses shall be disbursed in accordance  
23 with Government Code Sections 26840, 26840.1, 26840.3, 26840.7, and 26840.8 and San  
24 Francisco Administrative Code Section 10.117-21.  
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1 (b) Beginning with fiscal year 2003-2004, fees set in this Section may be  
2 adjusted each year, without further action by the Board of Supervisors, to reflect changes in  
3 the relevant Consumer Price Index, as determined by the Controller.

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

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

12 (c) Paragraph (b) shall not apply to fees charged for notary services provided by the  
13 County Clerk's Office. Any adjustment of such fees shall be governed by Government Code Section  
14 8211, or any subsequent amendment of that Section.

15 APPROVED AS TO FORM:  
16 DENNIS J. HERRERA, City Attorney

17 By: \_\_\_\_\_  
18 Virginia Dario Elizondo  
19 Deputy City Attorney