

FOR MORE INFORMATION

Please contact us at one of the following locations:

Main Office (Gateway)

2724 Gateway Dr.
Riverside, CA 92507
Telephone: (951) 486-7000

Downtown Riverside Office

4080 Lemon St., 1st. Floor
Riverside, CA 92501
Telephone: (951) 955-6200

Blythe Office

270 N. Broadway
Blythe, Ca 92225
Telephone: (760) 921-5050

Hemet Office

880 N. State St., Suite B-6
Hemet, CA 92543
Telephone: (951) 766-2500

Palm Desert Office

38-686 El Cerrito Road
Palm Desert, CA 92211
Telephone: (760) 863-7490

Temecula Office

41002 County Center Dr., Suite 230
Temecula, CA 92591
Telephone: (951) 600-6200

For hours of operation and additional information,
please call our office or visit our website at
www.riversideacr.com

FUNCTIONS OF THE COUNTY CLERK'S OFFICE

The County Clerk is responsible for a variety of services, including issuing marriage licenses, conducting civil marriage ceremonies, and processing notary public commissions/oaths. The Clerk accepts fictitious business name statements, proof of publication of such statements, withdrawal of partnership statements, and statements of abandonment for filing. Additional responsibilities include registration of Process Servers, Legal Document Assistants, and Unlawful Detainer. The number one goal of the County Clerk is to provide excellent, friendly customer service.

Please note that the County Clerk's functions in Riverside County may differ from those in other counties. When in doubt, contact that county's clerk for further information.

County Clerk personnel are forbidden by California statute to practice law, which includes advising what forms are needed, how to complete forms, or any other legal advice. Additionally, the information contained within this brochure is for informational purposes only and is not intended to be all encompassing. It is correct as of printing date, but is subject to change without notice.

ACR 178 (Rev. 08/2016)
Available in Alternate Formats

County Clerk General Information



Peter Aldana
Assessor-County Clerk-Recorder
County of Riverside

2724 Gateway Dr.
Riverside, CA 92507
Telephone: (951) 486-7000

Please visit our website:
www.riversideacr.com

SUMMARY OF FEES

Marriage License:

\$90.00 – Public License

\$100.00 – Confidential License

Marriage Ceremony: *By appointment only at the following locations:*

Riverside - Gateway Location

Available: Regular Ceremony

Palm Desert

Available: Regular Ceremony

Hemet

Available: Regular Ceremony

Blythe

Available: Regular Ceremony

Mondays & Wednesdays only

Temecula

Available: Regular Ceremony

Ceremonies are performed outside in courtyard.

Regular Civil Ceremony - \$75.00

Includes: Use of Ceremony Room or Outdoor area

Deputy Clerk to perform ceremony

Decorative Marriage Certificate

Sterling Silver Wedding Bands (Gateway location only)

Men's - \$21.60

Available Sizes 6-13 (whole sizes only)

Women's - \$16.20

Available Sizes 5-10 (whole sizes only)

Fictitious Business Name Statement:

\$58.00 – One business name and one owner name

\$2.00 – Each additional business at same address

\$2.00 – Each additional registrant

\$24.00 – Abandonment/Withdrawal of fictitious name

\$2.00 – Certified copy of fictitious business name statement

Notary Public Registration:

(Four-year registration)

\$61.00 – Notary public registration*

\$1.00 – Conformed copy of notary bond

Other Registrations:

(All registrations listed below are a 2-year registration)

Process Servers:

\$185.00 – registration fee*

Legal Document Assistant:

\$197.00 – registration fee*

Unlawful Detainer Assistant:

\$197.00 – registration fee*

Professional Photocopier:

\$197.00 – registration fee*

**There is a \$3.00 charge for each additional page to be recorded with the bond*

Fees are correct as of printing date and are subject to change without notice.

DUTIES INCLUDE

- File fictitious business name statements
- File abandonment of use of fictitious business name statements
- File withdrawal from partnership operating under a fictitious business name
- Issue public and confidential marriage licenses
- Perform civil marriage ceremonies
- Provide certified copies of confidential marriage licenses (with proper identification)
- Register notary public oaths and commissions
- Provide authentication of notary public signature
- Register process servers, legal document assistant, unlawful detainer assistants, and professional photocopiers
- Receive negative declarations, notices of determination, and notices of exemption
- Receive admitted surety insurer statements
- File surety insurer powers of attorney
- Maintain roster of elected and appointed county officials
- File Grand Jury final reports