

**FOR MORE INFORMATION**  
*Please contact us at one of the following  
locations:*

**Main Office**  
2724 Gateway Dr.  
Riverside, CA 92507  
Telephone: (951) 486-7000  
Fax: (951) 486-7007

**Downtown Riverside Office**  
4080 Lemon St., 1st. Floor  
Riverside, CA 92502-0751  
Telephone: (951) 955-6200  
Fax: (951) 955-6160

**Blythe Office**  
270 N Broadway  
Blythe, CA 92225  
Telephone (760) 921-5050  
Fax: (760) 921-5055  
(Limited hours of operation)

**Hemet Office**  
880 N. State St.  
Hemet, CA 92543-1496  
Telephone: (951) 766-2500  
Fax: (951) 766-2530

**Palm Desert Office**  
38-686 El Cerrito Road  
Palm Desert, CA 92211  
Telephone: (760) 863-7490  
Fax: (760) 863-7495

**Temecula Office**  
41002 County Center Dr., Ste. 230  
Temecula, CA 92591-6027  
Telephone: (951) 600-6200  
Fax: (951) 600-6205

## General Recording Information



**Peter Aldana**  
**Riverside County**  
**Assessor-County Clerk-Recorder**

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

For hours of operation, current fees, and  
additional information, please call our office or  
visit our website at  
[www.riversideacr.com](http://www.riversideacr.com)

**Riverside County Property Tax Portal:**  
[www.riversidetaxinfo.com](http://www.riversidetaxinfo.com)

# FUNCTIONS OF THE RECORDER'S OFFICE

The recorder's office is responsible for providing constructive notice of private acts and creating and maintaining custody of permanent records for all documents filed and recorded in Riverside County.

Documents can be divided into the following groups:

- Real Property Ownership Records
  - Deeds
  - Leases
  - Subleases
- Financing Documents
  - Trust Deeds
  - Notices of Default
  - Reconveyances
  - Financing Statements
- Declarations of Homestead
- Mechanics Liens
- Federal, State and County Tax Liens
- Mining Claims
  - Notices of Location
  - Proofs of Labor
- Maps
  - Tract Maps
  - Parcel Maps
  - Records of Survey

Except in the case of maps, the original records are not retained by this office. All records are imaged creating a permanent record. They are indexed by the names of the principal parties to the document and by the year recorded. The official records are open for public inspection and copies may be purchased at this office. Recorded documents are considered public records and are available for public viewing. All documents are indexed by the names of the principal parties. To locate a document, the name of at least one party and the approximate year of recording is required.

Maps are included in the general index which contains tract maps, parcel maps, records of survey and assessment districts. Customers may search the indices and view the documents at no charge.

## DOCUMENTARY TRANSFER TAX

Documentary transfer tax is a tax collected when an interest in real property is conveyed. It is collected by the County Recorder at the time of recording. A documentary transfer tax declaration must appear on each conveyance. There are several reasons for exemption from the tax. For further information, please refer to our Documentary Transfer Tax brochure.

## NON-RECORDABLE DOCUMENTS

The recorder can only accept documents that are required or permitted by law to be recorded. Examples of non-recordable documents include:

- Cemetery Deeds
- Declarations of Land Patent
- Passports or Citizenship Papers
- Promissory Notes
- Stop Notices
- Waivers and Releases of Mechanics Liens
- Wills

## CERTIFIED COPIES OF VITAL RECORDS

- Vital Records
  - Birth Certificates
  - Death Certificates
  - Marriage Certificates

A certified copy of a birth, death or marriage certificate may be purchased provided the person for whom you are seeking the certificate was born, died or had a marriage license issued in the County of Riverside. The fee for searching a record is not refundable even if the record is not found.

Effective July 1, 2003, only authorized individuals are permitted to receive a certified copy of a birth or death certificate. Those who are not authorized by law to receive an authorized certified copy will receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

*Recorder 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.*

