



County Administration South
601 N. Ross Street, Santa Ana, CA 92701 | (714) 834-2500

WELCOME

Newsletter - May 2020

Thank you for your interest in the Orange County Clerk-Recorder Department's newsletter. We will be bringing you periodic updates on the latest news, information and events affecting the department. I am honored and privileged to serve as your County Clerk-Recorder. Please contact my office at (714) 834-2500 or visit us at ocrecorder.com for more information about the department or the services provided to the public.

Sincerely,

*Hugh Nguyen
County Clerk-Recorder*

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ORANGE COUNTY CLERK-RECORDER

CALL CENTER

**WE ARE HERE TO ANSWER YOUR QUESTIONS
MONDAY TO FRIDAY: 8 A.M. TO 4:30 P.M.**

(714) 834 - 2500

NEWS



Marriage Services Resume at the Clerk-Recorder's Branch Offices and at the Old County Courthouse As Part of the First Phase of the Department's Three Phase Reopening Plan

Effective Thursday, June 4, 2020, the department reopened its offices in Anaheim, Laguna Hills and at the Old County Courthouse in Santa Ana for marriage services only. Service is by appointment only. No Passport Services are available until further notice. In addition, no walk-in customers are allowed. We are implementing the following social distancing steps and actions to ensure the safety of the couples and staff:

- A Plexiglas barrier is in place at every public counter used to serve the public.
- Workstations have been spaced out six feet apart.
- The department is providing staff with masks, gloves, and hand sanitizer for their workstations.
- Hand sanitizer is available to customers in the public areas of the offices.
- The department has extra masks on-hand should a customer request one during their visit.
- Social distancing floor markers and signage are in place at all locations to remind customers to social distance.
- All public kiosk/terminals have been spaced out six feet apart.
- Each location has strategically placed stanchions to encourage one-way foot traffic to enter and exit.
- Staff will constantly clean frequently used surfaces throughout the day.
- To protect the health and well-being of customers and staff, restrooms will remain closed to the public at our Anaheim office.

The following restrictions are in effect to minimize exposure and to ensure the safety of the couples and staff:

- For couples looking to obtain a marriage license, only the couple can be present. No guests allowed.
- For couples looking to obtain a public marriage license and have a ceremony performed, only the couple and one witness may be present. No guests allowed.
- For couples looking to obtain a confidential marriage license and have a ceremony, only the couple can be pre-sent. No guests allowed.
- No walk-in customers allowed during this time.
- Couples must complete their marriage license application and make an appointment online prior to visiting our office. Both marriage license applications and appointments are available online at <https://ocweddings.ocrecorder.com/#/> or through the department's OCWeddings mobile application.
- A *No appointment, No service* policy will be in effect during this phase.

For more details, to complete a marriage license application and make an appointment please visit :

[OCRECORDER.COM](https://ocweddings.ocrecorder.com/#/)

NEWS



Document Recording Services Resume at the Clerk-Recorder Department's Branch Offices As Part of the Second Phase of the Department's Three Phase Reopening Plan

Effective Thursday, June 4, 2020, the department implemented the Second Phase of its reopening plan by resuming Document Recording Services at its offices in Anaheim and Laguna Hills. Similar to its First Phase re-opening, the department is implementing the following social distancing steps and actions to ensure the safety of the couples and staff:

- A Plexiglas barrier is in place at every public counter used to serve the public.
- Workstations have been spaced out six feet apart.
- The department is providing staff with masks, gloves, and hand sanitizer for their workstations.
- Hand sanitizer is available to customers in the public areas of the offices.
- The department has extra masks on-hand should a customer request one during their visit.
- Social distancing floor markers and signage are in place at all locations to remind customers to social distance.
- All public kiosk/terminals have been spaced out six feet apart.
- Each location has strategically placed stanchions to encourage one-way foot traffic to enter and exit.
- Staff will constantly clean frequently used surfaces throughout the day.
- To protect the health and well-being of customers and staff, restrooms will remain closed to the public at our Anaheim office.

The following restrictions are in effect to minimize exposure and to ensure the safety of staff and the public:

- Only one customer may enter the office per transaction.
- Each transaction is limited to a maximum of three documents.

For more details regarding services offered by the department, please visit:

OCRECORDER.COM

Clerk-Recorder Reopens Offices and Resumes All Services to the Public on June 10

After remaining closed since March to help stop the spread of COVID-19, Orange County Clerk-Recorder Hugh Nguyen announced the implementation of the Third Phase of the reopening plan of his offices to the public effective Wednesday, June 10, 2020. The department is now offering all its services while implementing social distancing guidelines to ensure the safety of staff and customers. All services resumed at the department's North County branch office in Anaheim, its South County branch office in Laguna Hills, at the Old County Courthouse in Santa Ana and at the County Administration South building at the Civic Center Plaza in Santa Ana. The department's Westminster location will remain closed until further notice.

"I am excited to be able to offer our full array of services to the public at our offices during these challenging times," said Clerk-Recorder Hugh Nguyen. "We have continued working hard for the public behind closed doors. Providing our services without disruption has been our ultimate goal. We have worked hard to ensure that we will be providing these services in the safest way possible under the current circumstances. I would like to thank my staff for their hard work and for helping make this reopening possible."

Services are available as follows:

North County Branch Office – Anaheim, South County Branch Office – Laguna Hills

- Marriage Licenses and Ceremonies - Couples must complete their marriage license application and make an appointment online prior visiting our office. For complete details visit <https://www.ocrecorder.com/services/marriage>
- Real Property Document Recording Services – Only one customer may enter the office per transaction. Each transaction is limited to a maximum of three documents.
- Birth, Death and Marriage Certificates – You must complete the application online at <https://www.ocrecorder.com/services/records> prior to visiting our office. Only the customer requesting the service will be allowed to enter the office.
- Fictitious Business Name Statements – You must complete the statement online at https://www.ocrecorder.com/services/fictitious_business_name prior to visiting our offices. Only the customer requesting the service will be allowed to enter the office.
- Notary Public Registrations
- Copies of official records
- Environmental Impact Report Filings
- **No Passport Services available at this time.**

County Administration Building – Civic Center Santa Ana

- Real Property Document Recording Services – Only one customer may enter the office per transaction. Each transaction is limited to a maximum of three documents. Attorney service drop-offs and pick-ups are resumed.
- Birth, Death and Marriage Certificates – You must complete the application online at <https://www.ocrecorder.com/services/records> prior to visiting our office. Only the customer requesting the service will be allowed to enter the office.

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- Fictitious Business Name Statements – Must complete the statement online at https://www.ocrecorder.com/services/fictitious_business_name prior to visiting our office. Only the customer requesting service will be allowed to enter the office.
- Notary Public and Professional Registrations
- Copies of official records
- Environmental Impact Report Filings

Old County Courthouse – Santa Ana

- Marriage Licenses and Ceremonies - Couples must complete their marriage license application and make an appointment online prior to visiting our office. For complete details visit <https://www.ocrecorder.com/services/marriage>
- OC Archives
- No Passport Services are available at this time.

The following restrictions will be in place for marriage licenses and ceremonies:

Marriage Services

- Couples must complete their marriage license application and make an appointment online prior visiting our office. Marriage license applications and appointments are available at <https://ocweddings.ocrecorder.com/#/>.
- The department is not accepting walk-in customers at this time. Services are by appointment only.
- For couples looking to obtain a marriage license, only the couple can be present. **No guests allowed.**
- For couples looking to obtain a public marriage license and have a ceremony performed, only the couple and one witness may be present. **No guests allowed.**
- For couples looking to obtain a confidential marriage license and have a ceremony performed, only the couple can be present. **No guests allowed.**
- All marriage ceremonies will be performed at the service desk/counter. Ceremony rooms are not available at this time.

The Clerk-Recorder's offices closed to the public on March 17, 2020 due to orders from state and local health officials to help slow the spread of the coronavirus. For information on the department's services, please call the information line at (714) 834-2500, Monday through Friday, from 8 a.m. to 4:30 p.m. or visit us at:

OCRECORDER.COM

WHILE YOU ARE SAFE AT HOME

While you are safe at home during this unprecedented pandemic, the Orange County Clerk-Recorder Department continued to make history by becoming one of the first Clerk-Recorder offices in the country to resume marriage services to the public. We would like to share some images from Honda Center. Congratulations to all the couples that were "Hitched at Honda Center."



AWARDS AND RECOGNITIONS



Orange County Clerk-Recorder *Employee of the Month*



Congratulations to **David Cortes**

Dedicated to Providing Excellent Customer Service

Each month we recognize an employee who goes above and beyond their normal duties and offers excellent service to our customers. The Employee of the Month receives a certificate of recognition, has their name placed on a recognition plaque and may dress casual during their month of recognition.

It gives me great pleasure to announce David Cortes as Employee of the Month for May.

From the day that David joined our team, he has presented a friendly and supportive personality with all staff members. He is constantly willing to help and assist all units in any matter when needed. He has great knowledge of procedures and equipment related to mailrooms, which has contributed to transformation of our mailroom.

David is always willing to share his knowledge and experience with mailroom layout and workflow processes. He has put his experience and knowledge into practice and in turn has made our mailroom into an efficient and smooth running unit. He has created detailed procedures on the handling and distribution of the incoming and outgoing mail, which comes in useful when a new or backup mail clerk is required. David is always eager and willing to assist with mailroom training of additional staff.

David produces great work with little supervision. He is reliable and can be depended on to get the job done on a daily manner. He understands how critical the mailroom is to our department and it shows in his work quality. He most notably always performs his duties in a professional and exemplary manner. He is a great example to the department staff. His friendly attitude always perseveres even when the workload could be overwhelming. David's good attitude and excellent work ethic is something to be recognized and admired by all.

Please join me in congratulating David on his achievement!

OCRECORDER.COM

CUSTOMERS ARE SAYING...

In this section we will share what customers are saying about us. We strive to provide the best customer experience each and every time a customer visits our offices.

We would like to share this letter received from a customer who was able to obtain marriage services at Honda Center. Clerk-Recorder Hugh Nguyen would like to thank his staff for helping make this customer happy and for making it possible for the department to serve the public at Honda Center in Anaheim.



3 May, 2020

Esteemed Hugh Nguyen
County Administration South Office
601 N. Ross Street
Santa Ana, CA 92701

Esteemed Clerk-Recorder Hugh Nguyen,

On behalf of our family, we would like to express our profound gratitude to you for your visionary leadership and for making marriage licenses available again in Orange County during this challenging COVID-19 season.

Because of your foresight, planning, and the execution of your vision, our family will be able to have this much anticipated wedding on the originally planned date. Etched gifts, printed memorabilia, and the legal document itself, will all proclaim May 9, 2020 as The Day David & Erin became husband and wife and began their household together.

Thank you so much for thinking of people during this COVID-19 pandemic.

Thank you for putting yourself in others' shoes.

Thank you for using your creative thinking to find a solution to a licensing concern.

(The Honda Center: an unlikely location, but brilliant in its feasibility...centrally located AND spacious enough to fulfill the COVID-19 distancing requirements. Thank you!)

Thank you for being one of the first in California (& maybe the Nation?!) to open the way for New Life and Unions to continue during an otherwise negative time. Hope is Good...& Healthy!

We are very impressed by your work and efforts in serving the public, and have seen this result in other ways over the past year as well. The recently opened Anaheim-Harbor County Clerk branch office (near my workplace) is one example of how you have brought your services closer to the public for ease of access.

In a time where so much unsung work is being done by caring people, we just wanted to acknowledge how much your thoughtful efforts have made a difference....to our family and, I am sure, to countless others.

~May God richly bless and guide you, your staff, your work and efforts, and your family, in this pivotal time.

Most gratefully,



MAY IN O.C. HISTORY



Oil derricks in 1920s Downtown Huntington Beach. Note Central Grammar School in the background, at the site of today's Dwyer Middle School.

- May 5, 1891** The Buena Park School District was formed.
- May 7, 1846** Alta California's governor, Pio Pico, granted Rancho Boca de la Playa to former San Juan Capistrano Mayordomo Emigdio Vejar. The rancho extended along the coast from San Juan Creek south to today's San Clemente.
- May 23, 1936** Newport Harbor was dedicated. President Franklin Roosevelt launched a celebratory yacht parade by sending a telegraph signal from the White House.
- May 24, 1920** Oil was discovered in Huntington Beach, launching an economic boom.
- May 27, 1977** Disneyland's Space Mountain held its grand opening. All six surviving Mercury astronauts attended.

Historical facts provided by Assistant Archivist Chris Jepsen.

Photo: Courtesy of the Orange County Archives

Courtesy of the Orange County Archives, a function under the Office of Clerk-Recorder Hugh Nguyen.

OUT AND ABOUT



One of our staff took this shot during a walk through the County's O'Neill Regional Park near Rancho Santa Margarita.

Visit our webpage at: OCRecorder.com

Follow us on social media

@ocrecorder

For more information about
the Orange County Archives visit:

OCArchives.com

