



# HUGH NGUYEN

## CLERK-RECORDER

BIRTH AND DEATH RECORDS  
FICTITIOUS BUSINESS NAMES  
MARRIAGE LICENSES/RECORDS  
NOTARY REGISTRATION  
ORANGE COUNTY ARCHIVES  
PASSPORTS  
PROPERTY RECORDS

## NEWS RELEASE

For Immediate Release  
September 17, 2024

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### Clerk-Recorder Hugh Nguyen Brings Apostille Services to Orange County Through Partnership with California Secretary of State

(Santa Ana, CA) Due to popular demand, Orange County Clerk-Recorder Hugh Nguyen is excited to once again partner with the California Secretary of State to host the one-day Apostille Pop-Up Shop. The event will take place at the County Administration South Building on Wednesday, October 9, 2024, from 8 a.m. to 4 p.m. at 601 North Ross St, Santa Ana, CA 92701. No appointments are necessary. Services will be provided on a first-come, first-served basis.

***“We served nearly 500 customers during our first one-day Apostille Pop-Up Shop this past May,” said Clerk-Recorder Hugh Nguyen. “I am excited to provide our county residents convenient access to Apostille services on-the-spot without needing travel to Los Angeles or mail their requests to Sacramento through this special partnership with the California Secretary of State.”***

What is an Apostille?

- An Apostille is a certificate that authenticates California public officials’ signatures on documents intended for use outside of the United States.
- Examples of documents include birth certificates, marriage certificates, single status certificates, educational records, and more.
- Typically, individuals seeking in-person Apostille services must travel to the California Secretary of State’s offices in Los Angeles or Sacramento, or they may mail their request to the Sacramento office.

To ensure a smooth experience, please bring the following:

- A document signed by a California public official or an original notarized and/or certified document. **Photocopy is not acceptable.**
- A completed Apostille Pop-Up Shop Request Cover Sheet found at: <https://notary.cdn.sos.ca.gov/forms/apostille-request-apus.pdf>
- California Secretary of State processing fee is \$20 for each apostille document, along with a \$6 special handling fee for every public official’s authentication signature. Payments for apostille services can be made using Visa, Mastercard, checks, or money orders. **No cash accepted.**
- Notary public services will be available on-site from the OC Clerk of the Board office for \$15 per signature and paid for by personal check or cash only. Make check payable to the County of Orange.

For more information about obtaining an Apostille, visit the [California Secretary of State’s website](#).

For any questions, please call the department’s information line at (714) 834-2500 during normal business hours Monday through Friday from 8:00 a.m. to 4:30 p.m., except holidays. Visit [OCRecorder.com](#) for details. For media inquiries, please contact Billy Le at 714-834-2248.

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NORTH COUNTY BRANCH OFFICE  
WELLS FARGO BUILDING  
222 S. HARBOR BLVD., STE 110  
ANAHEIM, CALIFORNIA 92805

ORANGE COUNTY  
COUNTY ADMINISTRATION SOUTH  
601 N. ROSS STREET  
SANTA ANA, CALIFORNIA 92701

OLD ORANGE COUNTY  
COURTHOUSE  
211 W. SANTA ANA BLVD. ROOM 202  
SANTA ANA, CALIFORNIA 92701

SOUTH COUNTY BRANCH OFFICE  
LAGUNA HILLS CIVIC CENTER  
24031 EL TORO ROAD, SUITE 150/160  
LAGUNA HILLS, CALIFORNIA 92653