



HUGH NGUYEN CLERK-RECORDER

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NOTARY REGISTRATION
ORANGE COUNTY ARCHIVES
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NEWS RELEASE

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Save Time and Money: Clerk-Recorder Hugh Nguyen Partners with California Secretary of State to Bring Apostille Pop-Up Shop to Orange County

Orange County Clerk-Recorder Hugh Nguyen is partnering with the California Secretary of State to bring the one-day Apostille Pop-Up Shop to Orange County. The event will take place at the County Administration South Building on Thursday, October 23, 2025 from 8 a.m. to 4 p.m. at 601 N. Ross St, Santa Ana, CA 92701. No appointments are necessary. Services will be provided on a first-come, first-served basis.

"The incredible turnout to our past three Apostille Pop-Up Shops emphasizes the importance of Apostille services in our community," said Clerk-Recorder Hugh Nguyen. "I am proud to save our residents time and money from traveling to Los Angeles or mailing their request to Sacramento. Visit us during our last Apostille Pop-Up of the year to get this service on the spot."

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