

Vital Record Copies

Submit by mail:

- Click on the link <http://arcselfservice.sbcounty.gov/web/user/disclaimer>
- Accept the Disclaimer Terms
- Select Vital Records Certified Copies – Web Button
- Select the appropriate Vital Record Type and proceed to completing the application
- Once you have reviewed the information generated on your electronic application, click the print button in the upper right hand corner of the box.

Review Request
Step 4 of 4

Review instructions

Please review the application to confirm the information you entered is accurate. If there are any errors, select the Previous button to go back and make corrections. Select the Complete button to finalize this application.

San Bernardino County Recorder-Clerk
APPLICATION FOR CERTIFIED COPY

BIRTH Certificate (\$28.00)
 DEATH Certificate (\$21.00)
 MARRIAGE Certificate (\$15.00)

Adopted: Yes No
 CONFIDENTIAL
 PUBLIC

INFORMATION: San Bernardino County only has records of births and deaths that occurred in San Bernardino County or marriage licenses that were purchased in San Bernardino County. For all other vital records you must contact the county in which the event is registered or contact the State Office of Vital Records - M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410. Phone Number: (916) 445-2684.

INSTRUCTIONS: Use a separate blank application for each different record requested. All sections must be completed in their entirety. If no record of the event is found, the fee will be retained for searching as required by statute and a "Certification of Search" will be issued.

1. Give all the information you have available for the identification of the record. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.

2. The County Recorder may provide a certified copy of a vital record to an authorized person only. If a requestor does not meet the requirement of an authorized person (as described in Health & Safety Code Section 103526), the County Recorder may only issue an

- After the form prints, click the "Complete" button; Enter your First and Last name and click the "Place your Order" button.
- Take the printed form to a Notary Public and sign the application and have the notary complete the Acknowledgment on page 2.

| APPLICANT INFORMATION - PLEASE PRINT LEGIBLY OR TYPE | | | |
|--|--|-----------|----------|
| 1. When Appearing In Person - COMPLETE BOTH TOP AND BOTTOM PORTIONS. San Bernardino County requires photo identification. You will need to sign the application under penalty of perjury in front of a member of our staff. | | | |
| 2. Mail Requests - Complete both top and bottom portions, but do not sign the Penalty of Perjury statement. See the reverse side. | | | |
| Purpose of Request (ie: passport, insurance, school, sports etc.) | Relationship to Certificate Holder (ie: self, parent, grandparent, child etc.) | | |
| SCHOOL | LEGAL GUARDIAN | | |
| Name of Person Completing Application | Daytime Telephone Number - Area Code First | | |
| T | T | | |
| Address - Number, Street, and Unit # (if applicable) | City | State | Zip Code |
| T | T | T | t |
| <input type="checkbox"/> Informational Copies - I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes. | | | |
| <input checked="" type="checkbox"/> Certified Copies - I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes. I am signing my own legal name and I am an authorized person as shown in Health and Safety Code Section 103526. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. | | | |
| 03/17/2020 | | _____ | |
| Date | | Signature | |

- Mail the completed notarized application, a self-addressed stamped envelope and the appropriate fees for the certificate type to:
222 W. Hospitality Lane
San Bernardino CA 92415

Online Vital Copy Request via Third Party Vendor – VitalChek:

- Customers may request copies of Vital Records via VitalChek at www.vitalchek.com .
Note: There is an additional processing fee charged by VitalChek for use of their service.

FBN

Submit by mail:

- Click on the link <http://arcselfservice.sbcounty.gov/web/user/disclaimer>
- Accept the Disclaimer Terms
- Select Fictitious Business Names Application Button
- Select the appropriate Filing Type and proceed to completing the application
- Once you have reviewed the information generated on your electronic application, click the print button in the upper right hand corner of the box. Sign and Date the printed application.

Review Request
Step 7 of 7

Review instructions

Please review the application to confirm the information you entered is accurate. If there are any errors, select the Previous button to go back and make corrections. Select the Complete button to finalize this application.

San Bernardino County
Recorder - Clerk
222 W. Hospitality Lane, 1st Floor
San Bernardino CA 92415-0022
855 REC-CLRK
www.sbcounty.gov/arc

BUSINESS OWNER IS RESPONSIBLE TO DETERMINE IF PUBLICATION IS REQUIRED (BPC 17917). FILING IS A PUBLIC RECORD (GC 6250-6277).

Space above for County Clerk USE ONLY

FICTITIOUS BUSINESS NAME STATEMENT

FILING

ABANDONMENT: County of Current Filing _____ Date of Current Filing _____ File No. _____

Fees: \$55.00 Includes one registrant (please make check payable to "County Clerk") \$10.00 Each additional registrant
\$10.00 Each additional FBN name filed on same statement and operating at same location

Please **TYPE** or **PRINT** legibly and firmly in **DARK** ink (no alterations). See reverse side for filing and publishing instructions. The determination whether or not publication is required by law is ENTIRELY THE RESPONSIBILITY OF THE REGISTRANT. Neither the County Clerk nor his deputies are permitted by law to give legal advice.

- After the form prints, click the "Complete" button; Enter your First and Last name and click the "Place your Order" button.
- Mail the completed application, a self-addressed stamped envelope and the appropriate fees for the filing type to:
222 W. Hospitality Lane
San Bernardino CA 92415

Notary Registrations

- Mail a cover letter with the request for service. Include with the request all original paperwork oaths, signed bond, self-addressed stamped envelope, and applicable processing fees.

Mail the request to:

222 W. Hospitality Lane
San Bernardino CA 92415

Marriage License and/or Ceremonies

The offices of the San Bernardino County Assessor-Recorder-Clerk are closed to the public, until further notice. Marriage licenses and marriage ceremony services are not available.

Confidential Marriage Licenses and/or ceremonies may be issued and performed by an Authorized Notary. Restrictions Apply. Click [here](#) for authorized notaries that issue Confidential Marriage Licenses in San Bernardino County.

Confidential Licenses

- Not open to the public
- Copies are issued only to the couple
- May be used anywhere in the State of California
- No witnesses required
- Applicants must be living together as spouses

Translation Certification

- Mail a cover letter with the request for service. Include with the request all original paperwork, translation certificate, self-addressed stamped envelope, and applicable processing fees.

Mail the request to:

222 W. Hospitality Lane
San Bernardino CA 92415

Authentications

- Mail a cover letter with the request for service. Include with the request the certificate, a self-addressed stamped envelope, and applicable processing fees.

Mail the request to:

222 W. Hospitality Lane
San Bernardino CA 92415

Official Record Copies (Regular/Certified)

- Requests can be made online at <http://arcselfservice.sbcounty.gov/web/user/disclaimer>.
 - Accept the Disclaimer
 - Search for applicable record(s)
 - Add copy requests to cart
 - Complete transaction using a credit card
 - Plain copies will be returned via email.
 - Certified copies will be returned via USPS (mail).
- Copy Requests via Mail (Records from 1958-Prior):
 - Complete the application in the link http://www.sbcounty.gov/Uploads/ARC/Forms/copy_records_request_form.pdf
 - Mail the application and applicable fees to:
222 W. Hospitality Lane
San Bernardino CA 92415

Recording

- Electronic Submissions – Please refer to the list of Authorized Agents that are currently approved to submit documents to our office electronically.
<http://www.sbcounty.gov/Uploads/ARC/General/AgentListing.pdf>
- Mail – Send all documents and attachments along with the applicable fees to:
222 W. Hospitality Lane
San Bernardino CA 92415

Map Recording

- County Agencies can submit maps and related documents via inter-office mail Stop# 0022.
- Non-County Agencies and Members of the Public can submit maps via mail and related documents to:
222 W. Hospitality Lane
San Bernardino CA 92415

Tentative Map Number Requests

- Customers can continue to request Tentative Map Numbers using the link below.
<http://arcselfservice.sbcounty.gov/web/>