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EXHIBIT IV
FEE CHECKLIST FOR ASR SUBMISSION

Attachment J

DESCRIPTION

County Agencies & Departments are generally responsible for all aspects of their fees. **Three weeks** prior to filing the ASR for proposed fee updates with the Clerk of the Board, the department/agency must submit the ASR, Fee Checklist, and appropriate documentation to allow adequate time for the CEO and Auditor-Controller to perform a limited review. The Fee Checklist signed by both the CEO and Auditor-Controller must be attached to the ASR.

DEPT./AGENCY:	CLERK-RECORDER	DATE:	10/19/2026
DEPT./AGENCY CONTACT:	DAT THOMAS	PHONE NO.:	714-834-4068

Description of proposed fee contained in ASR:
Clerk Fees, including Copy Fee Official Records, Copy Fee Clerk Copy, Fictitious Business Name (FBN) Statement, FBN Abandonment, FBN Withdrawal, Civil Marriage Ceremony, Renewal of Marriage Vows, Duplicate Marriage License, Public Marriage License, Confidential Marriage License, Notary Signature Authentication, Notary Oath and Registration, Additional ID Cards, and Certification Fee Official Record and Clerk Copies.

Amount of annual revenue related to this proposal:
$3,449,796

Answer the following questions and check appropriate boxes.	Check One YES	NO	N/A
BACKGROUND:			
1. Is this a revision of existing fee(s)? If YES, when were the fee(s) last revised? 4/11/2000, 3/14/ ***Attach a fee schedule that includes a comparison between current and proposed fees.***	☑	☐	☐
2. Are there any new fee(s)?	☑	☐	☐
3. When will the fee(s) be effective? Date: 01/01/2027			
LEGAL CONSIDERATIONS:			
4. Has legal authority for the fee been reviewed?	☑	☐	☐
5. Is the fee request consistent with the legal authority to levy?	☑	☐	☐
6. Cite the legal authority of the fee and attach a copy of the reference code(s). Government Codes 26831, 26840, 26840.1, 26840.2,26840.3, 26840.7, 26840.8, 26849.1, 26852, 26861, 27366, 54985 Health & Safety Code 100435 Welfare & Institutions Code 18305 Family Code 305, 350, 360, 401, 501, 510 Business and Professionals Code 17929			
7. Does the fee(s) meet one of Proposition 26's exceptions (Note 1)? If "NO" is checked, please contact your CEO Budget Analyst. If "YES" is checked, please list the exception(s). If necessary, please provide attachments. Section 1(e)(2): Government Service or Product Exception	☑	☐	☐
8. Is the drafted Board Resolution or ordinance language (if required) attached?	☑	☐	☐
COMMUNICATIONS			
9. List county and non-county departments, agencies, organization and/or communities impacted by the fee(s), if applicable			
a. Public — Have they been notified?	☑	☐	☐
Has the fee been coordinated with them?	☐	☐	☑

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10. Have all advisory board and public hearing concurrencies been finalized? ☑ ☐ ☐

FEE CALCULATIONS

11. Is full cost recovery planned in the fee calculation? If not, Please provide an explanation. ☐ ☑ ☐
The Clerk-Recorder performed a comprehensive fee study of the Clerk fees to calculate the cost of providing those services to the public. The Clerk-Recorder is requesting approval for eleven (11) fee increases.

The Clerk-Recorder is requesting approval to adopt Copy Fee Official Records of $2; Copy Fee Clerk Copy of $1; Fictitious Business Name Statement (FBN), FBN Abandonment, and FBN Withdrawal of $30; Civil Marriage Ceremony and Renewal of Marriage Vows of $32; Duplicate Marriage License of $60; Public Marriage License of $75; Confidential Marriage License of $80; Notary Signature Authentication of $20; Notary Oath and Registration of $35; Additional ID Cards of $10; and Certification Fee Official Record and Clerk Copies of $2.

While the total fee does not reflect the Clerk-Recorder's full actual cost to perform those Clerk fees, the difference is currently being offset by utilizing reserves from the Clerk-Recorder's Operating Reserve Fund 12E.

12. Are the proposed fee(s) derived from a cost basis analysis? If YES, Please complete questions 13 through 16. If NO, please provide explanation. ☑ ☐ ☐

13. Is agency/department indirect cost included in the fee calculation? ☑ ☐ ☐

14. Is the County General support service costs as determined by the County Wide Cost Allocation Plan (CWCAP) included in the fee calculation? ☑ ☐ ☐

15. Identification of the costs related to this fee proposal:

Personnel (Salaries & Employee Benefits)	$	2,172,482.00
Services and Supplies	$	1,285,887.00
Equipment	$	0.00
Department/Agency Indirect Costs	$	1,516,754.00
County General support service costs (CWCAP)	$	302,712.00
Other	$	0.00
Total	$	5,277,835.00

16. *Initial Fiscal Year

Costs:	$	5,277,835.00
Revenue:	$	3,092,087.00
NCC:	$	2,185,748.00

*Projected Fiscal Year

Costs:	$	5,277,835.00
Revenue:	$	3,449,796.00
NCC:	$	1,828,039.00

* Costs, revenue, and NCC including cost and revenue related to this fee update.

17. Revenue Coding:

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FUND	DEPT	BUDGET CONTROL	UNIT	REVENUE SOURCE	DEPT REVENUE SOURCE
100	059	059	2100	7470	1150
100	059	059	2100	7590	1160
100	059	059	2100	7590	1100
100	059	059	2100	6460	1000
100	059	059	2100	6460	1020
100	059	059	2100	7590	1140
100	059	059	2100	7430	1040
100	059	059	2100	7470	1120
100	059	059	2100	7590	1100
100	059	059	1100	7470	1121

Dept./Agency Authorized Signature: DocuSigned by: Dat Thomas ACEBC4F98D3F480... Print Name: **DAT THOMAS** Date: **10/19/2026**

Auditor-Controller Signature: Faran Eskandari Print Name: Faran Eskandari Date: 10/20/2026

CEO Signature: DocuSigned by: Ivan Alvarado 8DC4D1ACE86340D... Print Name: Ivan Alvarado Date: 10/20/2026

Note 1: California State Constitution, Article XIII C, § 1 (e), 2(d), (Proposition 26, November 3, 2010) Requires a fee or charge that does not fall within the seven exceptions listed in Proposition 26 is deemed a tax which must be approved by the voter.