



OFFICE OF SHELLY SCOTT
ASSESSOR - RECORDER - COUNTY CLERK

Dear Valued Customer:

Due to concerns about the COVID-19 pandemic and subsequent shelter-in-place order, effective Thursday, March 19, 2020, the Marin County Assessor-Recorder-County Clerk's offices will close our public counters.

Many of our services can be accessed online. In addition, we have a limited number of staff members available during regular business hours to assist you by telephone and e-mail. Refer to the list below to learn how to access our core services:

Recorder's Office:

A. Recording Services:

- Electronic Recording is available for authorized submitters, including title companies and government agencies.
- Recording Official Record Documents by Mail – Documents to be recorded can be sent via U.S. Mail or express mail service.
- Mailing address: P.O. Box C, San Rafael, CA 94913. For express shipping Express shipping address: 3501 Civic Center Drive, Room 232, San Rafael, CA 94903.
- Hand deliver to a Drop box available outside Room 232 during business hours (M-F 8-4). Call 415-473-6093 with Recording questions or send an email to recorder@marincounty.org.

B. Vital Records / Copy Services:

- Order birth, death, and public marriage certificates for events that occurred in Marin County from our website at www.marincounty.org/recorder
- Copies of official records and recorded maps can also be ordered at www.marincounty.org/recorder
- Call 415-473-6395 with questions or send email to Recorder@marincounty.org

Assessor's Office:

- Call 415-473-7215 with Assessment questions or send emails to assessormailbox@marincounty.org.

County Clerk:

- Renew unexpired fictitious business names and submit CEQA filings by mail. Send to 3501 Civic Center Drive, Room 234, San Rafael, CA 94903 or place in the drop box outside Room 232 during business hours (M-F 8-4).
- We are currently unable to issue marriage licenses or perform civil ceremonies.
- Call (415) 473-6772 with County Clerk questions, or send an email to CountyClerk@marincounty.org

Thank you for your patience and understanding during this challenging time. Please contact us as detailed above with your questions and concerns.