

PROPERTY DOCUMENT RECORDING`

GENERAL RECORDING INFORMATION

The County Recorder, upon payment of proper fees and taxes, will accept any document which is authorized or required by California law to be recorded, if the document contains required information and if it is photographically reproducible.

Documents may be presented for recording at the Registrar-Recorder/County Clerk Headquarters location at 12400 East Imperial Highway, Norwalk, CA 90640 office hours are Mon- Friday from 8:00a.m. to 5:00p.m. Please call (562) 462-2125 for more information. The following branch offices can also assist you:

LAX Courthouse	Lancaster District Office	Van Nuys District Office
11701 S. La Cienega Bl. 6th Floor Los Angeles , CA 90045	1040 W. Avenue J (Trailer Building) Lancaster , CA 93534	14340 West Sylvan Street Van Nuys , CA 91401
310-727-6142	661-945-6446	818-374-7191
Mon-Fri	Mon-Fri	Mon-Fri
8:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:30 p.m.	8:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:30 p.m.	8:30 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m.

Note: District offices cannot accept documents by mail.

All applicable fees must be paid at the time of recording.

An examiner will review your document for proper completion, collect the appropriate fees and taxes, and record your document. The original document will be mailed to you within 4-6 weeks, (after the process is completed to add your document to our database for archival retention). A certified copy for a fee of \$6.00 for the first page and \$3.00 for each additional page may be requested and received immediately upon recordation of the document. Please contact the branch office you wish to visit to verify that the document examiner is available prior to visiting that office. The Branch office document examining is not available at the Van Nuys or La Cienega offices on the last business day of the month or the succeeding first business day of the next month.

****Note:** All Courier Services, Third party Representatives, Attorney Services and Messengers must drop off all documents being submitted for recording. Documents will be ready for pick-up the same hour of the following business day. Due to staff limitations companies submitting more than 10 documents per day are advised to record in Norwalk to prevent delays of up to four days. Documents will be forwarded to the Norwalk Branch via County Messenger.