



COUNTY OF SAN LUIS OBISPO OFFICE OF THE CLERK-RECORDER

Tommy Gong - County Clerk Recorder

OFFICE REOPENING and ALTERNATIVES TO WALK-IN SERVICES Updated 7-9-2020

Effective Monday July 6, 2020 the San Luis Obispo Clerk-Recorder office will be open to the public. Our Atascadero office remains closed at this time. To help mitigate the spread of COVID-19, we encourage you to complete transactions over the phone, online, via our drop-box or by mail whenever possible. If these approaches will not work for the specific service you are requesting, please call the office and make an appointment before coming to County facilities. If you are coming to the office in person, we ask that you wear a mask/face covering before entering. Please note that anyone who arrives at County facilities exhibiting clear signs of illness may be asked to leave the premises. Thank you for your patience and understanding during this emergency.

- **Marriage Licenses** – Please call 805-781-5080 to make an appointment and then complete the [application](#) online. Please note **the couple must appear in person** to complete the process.
- **Fictitious Business Names** – Filings, renewals and copies may be requested by mail or drop box at this time. Please reference the “by mail” instructions on our website for any [Fictitious Business Name service](#) and complete the appropriate [form](#).
- **Real Estate** – Electronic recording through title companies remains unchanged. We will process documents sent through the mail as usual. We will also accept documents for recording via the drop box.
- **Birth, Death, and Marriage Records Requests** – Requests for vital records (birth, death, and marriage records) may be submitted online through [VitalChek](#), emailed to vitals@co.slo.ca.us, or submitted via mail, fax, or drop box. If coming into the office, please fill [forms](#) out prior to making appointment for in office visit. Please visit our [website](#) for more information regarding vital record requests or call the office at 805-781-5080.
- **Official Record Purchases** – Official records (purchase of copies) submitted by mail or fax will be processed as usual. Copies may also be purchased through the online [portal](#).
- **Phone Calls and Emails** – Phone calls, voicemails and emails will be answered based on availability of staff. Please call (805) 781-5080 for questions regarding vital records (birth, death, and marriage) or questions regarding recorded documents. For election or voter registration questions, please call (805) 781-5228 or email elections@co.slo.ca.us If you have trouble getting through, please be patient and try again.