

County of Santa Clara
FINANCE AGENCY
Office of the County Clerk-Recorder

County Government Center
70 West Hedding Street, E. Wing, 1st Floor
San Jose, California 95110
(408) 299-5688



APPLICATION FOR LETTER OF NO RECORD/PROOF OF SINGLE STATUS

1. Complete appropriate sections of this request form.
2. \$15.00 per Letter of No Record/Search
Make checks payable to Clerk-Recorder's Office.
3. Mail or bring request to:
Santa Clara County Clerk-Recorder
70 West Hedding St., 1st Floor, East Wing
San Jose, CA 95110
4. Requests made in person may take up to 3 days to process.
5. If mailing request, allow 15 – 20 business days for processing.
Please enclose a self-addressed stamped business-size envelope.

LETTER OF NO RECORD/PROOF OF SINGLE STATUS

(\$15.00 per name searched)

Number of Copies _____

NAME TO BE SEARCHED:

First Name _____

Middle Name _____

Last Name _____

Date of Birth _____ Male Female

Years To Be Searched: _____ Through _____

PLEASE COMPLETE THIS SECTION

Name _____ State/Government Issue ID# _____

Address _____

City _____ State _____ Zip Code _____

Telephone () _____

X _____
(Signature of Requesting Person)

OFFICE USE ONLY:

Request# _____

BN# _____

Cash Check Debit/Credit (\$2.50 charge)

Deputy: _____

Date: _____