

SIERRA COUNTY
County Clerk-Recorder
P.O. Drawer D
Downieville, California 95936
Telephone (530) 289-3295
Fax (530) 289-2830



Heather Foster
Clerk-Recorder

UPDATE ON DEPARTMENT CLOSURE AND SERVICES

As part of our re-opening plan, effective immediately, the Sierra County Clerk-Recorder's Office is now providing public counter services to walk-in-customers by appointment *ONLY*. Requests must be made by phone at 530-289-3295 or by email at clerk-recorder@sierracounty.ca.gov. We strongly encourage members of the public to continue conducting business by email, mail at P.O. Drawer D, Downieville, CA 95936 or by utilizing the drop box located on the front porch of the courthouse at 100 Courthouse Square, Downieville, CA. The drop box will be available Monday through Friday, 9:00 a.m. to 4:00 p.m.

The following services are now available by appointment:

- **REAL ESTATE RECORDINGS**
- **MARRIAGE LICENSES**
- **OFFICIAL RECORD COPIES & RECORD SEARCHES**
- **FICTITIOUS BUSINESS NAME STATEMENTS**
- **BIRTH, DEATH, and MARRIAGE RECORD REQUESTS**

Members of the public must adhere to the following requirements while attending appointments:

- **AVOID ENTERING THE OFFICE IF YOU HAVE A COUGH OR FEVER**
- **MAINTAIN A MINIMUM SIX-FOOT DISTANCE FROM ONE ANOTHER**
- **IF UNABLE TO MAINTAIN A SIX-FOOT DISTANCE, PLEASE WEAR YOUR FACE COVERING**

OTHER OFFICE FUNCTIONS:

ELECTIONS – All election related services and information can be obtained online at the Sierra County Election's website at <http://www.sierracounty.ca.gov/214/Elections>, by phone (530) 289-3295, or by email at clerk-recorder@sierracounty.ca.gov.

BOARD OF SUPERVISORS – Board meetings will continue to be closed to the public until further notice. Public participation is encouraged through email at clerk-recorder@sierracounty.ca.gov, or by phone (information included on the agenda).

For updates and additional information, please continue to visit the Sierra County website at www.sierracounty.ca.gov.