San Bernardino County
Recorder-Clerk

222 W. Hospitality Lane, 1st Floor,
San Bernardino CA 92415-0022
Hours 8:00 AM to 5:00 PM, Monday-Friday

Image Index Data Subscriber Agreement Form

Image Subscription	Index Subscription	
Official Public Records	Fictitious Business Names	Maps

Cost:
$0.05 per image
$0.05 per index (title)

Availability: Images/index are batched by date and are not available by individual image/index. Images/index are automatically purged with a default policy of seven (7) calendar days.

Document: Images/index are transferred to the FTP site daily. Please note there is a two (2) business day delay between image/index scanning and image/index availability on the FTP server. Images/index are available for downloading from the FTP site at all times prior to the seven (7) calendar day purge time frame.

Maps: Map images are transferred to the FTP server the 6th of each month for the previous month. Map images are available for downloading from the FTP site at all times prior to the seven (7) calendar day purge time frame.

For images, or index data, that are outside of the availability window, the Recorder's office will re-charge the $0.05 per image/ index fee. Please call (909) 386-8776 to request a previous day's images download.

Terms of Agreement:
This agreement will automatically renew for one (1) successive year unless the customer or San Bernardino County Recorder gives written notice of intent to cancel thirty days prior to cancellation date. Customers will be given an opportunity to make changes to their established accounts at no charge once per calendar year.

Mail Completed Form To: OR   **Email Completed Form To:**

San Bernardino County Recorder   Recorder.AccountsReceivables@arc.sbcounty.gov
222 W. Hospitality Lane
San Bernardino, CA 92415-0022
Mail code: 0022/Fiscal

System Requirements & Import Configuration settings:

SSL Mode:	SSL Explicit Encryption
TCP Port:	990
FTP Mode:	PASSIVE
Passive Ports:	10000 - 10200

Once an account has been established, the customer will be issued the address and password to access the FTP server. The FTP server will only accept SSL encrypted FTP connections, therefore, customers need to use FTP Client software on their devices that supports SSL connections.

Filezilla is an open source free program that can be downloaded from the Internet. The County provides FTP Support for the service.

The customer is responsible for contacting the Recorder's office IT Help Desk at (909) 386-8776 to report problems with connectivity to the FTP Server. Fees will not be waived due to connectivity issues to the FTP site unless a service request has been opened and is on file for your organization.

I hereby agree to the terms and conditions and accept the County Recorder's established procedures for being an image subscriber.

_____   _____

Agency   Agency Managers Name

_____   _____

Agency Managers Email Address   Agency Managers Phone Number

_____   _____

Agency Manager's Signature   Date