

**COUNTY OF SANTA CRUZ**  
**Affidavit to obtain duplicate of a lost or destroyed warrant**  
**Filing Instructions**

**STEP #1 Complete all the required fields on the Affidavit to obtain duplicate of lost or destroyed warrant.**

- Warrant/Check No
- Amount
- Payee Full Name/Business Name, Street Address, City, State, Zip Code
- Daytime Phone
- Vendor or Individual Name (Signature)
- \*\* Sign the form, and get it notarized.

**STEP #2 Identification** You must also provide the following when filing your claim:

*Individual*

- A copy of current photo identification for each claimant
- If applicable, verification of address, if mailing address if different from original mailing address or photo identification, such as a utility bill or similar document with your name and that address on it.

*Business*

- Copy of current photo identification for the authorized agent signing the form
- Letter of Authorization on Company letterhead with the names of officers or officials with authority to sign and claim on behalf of the business
- If your company merged with another company, a copy of the merger agreement;
- If your company was dissolved, a copy of the articles of dissolution.

**STEP #3 Pay a \$40 reissuance fee**

**A \$40 per-warrant reissuance fee** is charged for each warrant that has been stale dated and is being requested to be reissued. This fee covers the County's processing costs. Please make checks payable to *the County of Santa Cruz Auditor-Controller*.

**STEP #4 Please Mail the completed claim form, required documents, and check for \$40:**

County of Santa Cruz Auditor-Controller's Office  
ATTN: General Accounting/Control Section  
701 Ocean Street, Room 100  
Santa Cruz, CA 95060

When our office receives your completed claim form, we review it carefully. If the evidence is not adequate to prove your ownership or a subsequent payment has been processed, our office will contact you or return all documents submitted, with a letter stating why the claim is incomplete or being denied. Please allow 4-6 weeks processing time.