



Nora Dietzel Boone County Recorder of Deeds

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Recorder of Deeds Operations Plan: Corona Virus update

Pursuant to Boone County Health Department Order No. 2020-03C:
<https://www.showmeboone.com/common/pdf/Boone%20County%20Order%20No%202020-03C.pdf>

the Recorder of Deeds Office is making the following changes to our office procedure:

- Our office in the Government Center is Closed to the public. Many needs can be met by phone or online.
- The Recorder of Deeds is offering Electronic Recording of documents to customers not already e-recording, at **no additional cost** for the duration of this emergency. Call or email our office to get information about setting up your E-Record account.
- **Drop boxes are placed in the courtyard entrance and outside the East doors of the building** to receive recording or other documents for the office. Our staff will be working from home to process mail and e-recording.
- If you have a **CRITICAL NEED** for a marriage license, or other “in person” service, you may contact us to make an appointment. This is only for situations that would be detrimental to health or safety, if delayed until the Stay-at-Home order is lifted.
- If you have been issued a license that will **expire** because of wedding postponement, contact us to **make arrangements to put the license back on file.**
- These changes are in place until the Stay-at-Home order is lifted.

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