



REGISTER OF DEEDS NOTICE

EFFECTIVE MARCH 25, 2020

The CDC and local health authorities recommend the use of social distancing strategies to slow the spread of COVID-19. They recommend employers establish policies such as telecommuting and online services to increase the physical distance between employees and their clients. In an effort to comply with this recommendation, **the Polk County Register of Deeds office will be limiting in-person services until further notice** but will have all office functions available to residents and law offices online, by mail or appointment.

Recording Real Estate Documents

At this time, we highly encourage electronic recording of all documents, excluding plats. Anyone who wishes to record documents in person must call the office for appointment. Those who mail in documents or eRecord will not see any change in operations. If you are new to eRecording, Polk County accepts documents from Simplifile, and CSC. To research the Real Estate records available, go to our website at Polknc.org and choose Register of Deeds under the **Departments** tab.

Marriage Licenses and Notary Oaths

Throughout the State of Emergency, marriage licenses and Notary Oaths will be available **by appointment only**. Since this service must be in person, we ask that **only the applicants come in at your scheduled time**. Please **call 828-894-8450** to schedule an appointment.

Certified Copies

Throughout the declared State of Emergency, **all certified copies of births, deaths, marriage licenses, and real estate documents will be available for purchase, by mail or by appointment only**. Please call 828-894-8450 to schedule an appointment.

Polk County Register of Deeds Office only accepts cash or checks as payment for all services.

Appointments can be made by **calling our office at 828-894-8450 during normal business hours**. Please feel free to call our office with any questions.

*We are committed to providing services in a safe yet effective way for the duration of this situation. These plans are subject to change as the situation evolves. For the most up to date information on all Polk County services, please go to our website at **www.polknc.org**.*