



EFFECTIVE IMMEDIATELY

Due to the COVID-19 outbreak, we will adhere to CDC and local authorities' recommendations by promoting social distancing to protect all staff and the public during this State of Emergency. The Register of Deeds office will be amending all in-person services as follows:

1. Public access to the office will be limited.
2. Urge attorneys to utilize our electronic recording system for recording all documents.
We encourage all businesses who submit recordings to this county to contact Simplifile or CSC to submit electronic recordings. Both companies are offering to waive various fees (contact Simplifile or CSC for details).
Simplifile – 800-460-5657 CSC – 866-652-0111
3. Provide a drop box outside of our real estate door in which a document can be left to be recorded. This box will be checked frequently throughout the day and documents will be recorded as soon as possible. **If the customer chooses not to wait in the HALLWAY for his document to be recorded then please provide a self-addressed, stamped envelope so that your document may be mailed to you.** Please ensure your check is for the correct amount as cash refunds will not be provided. If your check amount or recording requirements are not met, the document(s) will be returned to you.
4. If you need to record a Plat Map, please call us at 919-989-5160 to let us know you are coming. We will take your map(s) and payment at the door. You may wait in the hallway while we record your map(s).
5. Strongly encourage the public to order certified copies of birth, death and marriage certificates through our online service at www.jcrod.permitium.com/rod. All requests will be processed and mailed out the same day or the following day, depending on time of submission, unless there is a problem with the request. Or, you may send us a request via mail along with the fee and a copy of the photo ID and it will be returned to you via mail.
6. Couples wishing to apply for a marriage license should complete the online marriage application on our website, www.jcrod.org. Once completed, call the office at 919-989-5161 to schedule an appointment to come in to complete the process. Only the two parties to the marriage will be allowed.
7. Any notary who needs to take their oath of office or veteran needing to record their discharge papers may do so by appointment only. Please call 919-989-5160.
8. Funeral homes should continue to drop off their request forms for death certificates at the health department. The health department will send the requests to us electronically, as normal. Please call 919-989-5161 to schedule a time to pick up the certificates in order to limit the time in office for pickup.
9. Suspend passport services until further notice.

I appreciate your cooperation in this matter. Our main concern at this time is to ensure the health, safety and well-being of our employees and the public. If you have any issues or concerns please feel free to contact our office at **919-989-5160** (real estate) or **919-989-5161** (vitals).