



Rebecca Martinez, County Clerk-Recorder and Registrar of Voters

FOR IMMEDIATE RELEASE – April 15, 2020

From: Rebecca Martinez, County Clerk-Recorder

UPDATED OFFICE CLOSURE and ALTERNATIVES TO WALK-IN SERVICES

As a precautionary measure to help slow the spread of COVID-19 (Coronavirus), the County Clerk-Recorder and Registrar of Voters Office will not be able to provide services for walk-in customers until further notice. A drop box has been placed in the Lobby of the Government Center, located at 200 W. 4th Street, Madera where you can deposit vital record requests, voter registration forms and documents for recording. Please provide your contact information in the event of questions or missing information necessary to complete your request. **EFFECTIVE APRIL 15, 2020 THE OFFICE WILL CLOSE EVERY DAY AT 4:00PM.** Calls to the office will be answered Monday through Friday from 8:00am until 4:00pm.

We will continue to serve you as described below:

- **Real Estate** – Electronic recording through title companies remains unchanged. We will continue to process documents sent through the mail for Recording as usual.
- **Birth, Death and Marriage Records Requests** – Requests for vital records (birth, death, and marriage records) submitted online through VitalChek, as well as requests received through the mail or fax will continue to be processed as usual.
- **Marriage Licenses** – Marriage licenses are not being issued at this time.
- **Official Record Purchases** – Official records (purchase of copies) submitted by mail or fax will be processed as usual.
- **Phone Calls and Emails** – Phone calls and emails will be answered based on availability of staff. Please call (559) 675-7721 for questions regarding Marriages, Fictitious Business Names, Notary, etc; for questions regarding vital records (birth, death, marriage) or questions regarding recorded documents, call (559) 675-7724 and for Election or Voter Registration questions, please call (559) 675-7720.
- **County Departments** – Utilize interoffice mail to submit documents for Recording. Map Recording will require an appointment for drop off. Call (559) 675-7724 to schedule appointments.
- **City/Municipal** – Utilize the drop box located in the Government Center Lobby.

Thank you for your patience during this difficult time.

COUNTY CLERK-RECORDER & REGISTRAR OF VOTERS

200 West Fourth Street • Madera, CA 93637 • 800.435.0509 Toll Free • 559.675.7720 • 559.675.7721 • 559.675.7724 • 559.675.7870 Fax
www.maderacounty.com • www.votemadera.com

