PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE: Date: Friday, March 27, 2020

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Yavapai County Recorder
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Yavapai County Recorder's Office is Suspending In-Person Service

In consideration of our citizens and employees, Yavapai County Recorder’s Office is suspending in-person customer service at the Prescott and Cottonwood locations as of Monday, March 30th, 2020. Customer service will be conducted solely via drop box, phone, standard mail or email.

This is a temporary closing until further notice.

You may mail your documents to:

1015 Fair St, Room 228 OR 10 S. 6th Street,
Prescott, AZ 86305 Cottonwood, AZ 86326

You may use the temporary Recorder Drop Box outside of the Fair Street and Cottonwood Annex Buildings.

- PLEASE REVIEW our online “Frequently Asked Questions” for recording guidelines
  - http://www.yavapai.us/recorder/frequently-asked-questions-faqs
- Should all requirements not be met documents must be returned and not be recorded.
- Documents must be in an envelope
- Envelope can be no thicker than one half inch (1/2”)
- Envelope can be no larger than 10” x 15”
- Funds to record must be included with the document(s) ($30 per document)
  - NO CASH – check or money order only
- Include a current return mail address and contact information
- Drop off no later than 4:00 p.m. for same day recording

Call us at 928-771-3244 with questions

For more information regarding this news release, please contact Leslie M. Hoffman, Yavapai County Recorder at (928) 771-3244. Follow us: twitter.com/YavapaiRecorder and facebook.com/ycrecordingelect

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