PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE: Date: Friday, May 22, 2020

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Yavapai County Recorder's Office Information Update

The projected opening date for the Yavapai County Recorder’s office for in-person service will be Monday, June 1, 2020, at the Prescott and Cottonwood locations.

In the meantime, you may still use the following options to present documents for recording:

You mail always 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 note this drop box will not be available for recording requests after Friday, May 29.

• 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/ycrecorderelect

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