

DeWitt County Clerk Office Procedures Due to COVID-19

At this time, the following actions are necessary to help protect the public and aid in the prevention of the spread of COVID-19. In order to protect my staff so that we may continue to serve you, the DeWitt County Clerk's office is taking precautionary measures to modify services and availability to the public.

EFFECTIVE: Thursday, March 19, 2020 until further notice --

- The County Clerks' offices will be closed to in-person customers.
- The Clerks' offices will still be operating, answering phones, answering emails and processing e-filed matters into judicial cases.
- We request all customers to call **361-275-0864** or email **county.clerk@co.dewitt.tx.us** for assistance. Each request will be decided on a case by case basis. If you are given an appointment, we ask that you please do not bring children or anyone under the age of 18. These appointments will be restricted to only the party or parties involved. **If you are sick, recently exposed to anyone who is sick, show signs of being sick or have recently traveled, please do not attempt to make a physical appearance in our office.**
- Documents to be recorded in the Official Public Records
 - We strongly suggest that the documents be mailed to the County Clerk's office at 307 N. Gonzales St., Cuero, Texas 77954
 - In Person filing – please call the office (**361-275-0864**) so the staff can instruct the process; documents and money owed will be placed into the night deposit
- Request for Certified Copies of Birth and/or Death Certificates
 - By Mail: the clerk's office suggest printing out the application (2 pages) that can be found on the clerk's website of: **<http://www.co.dewitt.tx.us/page/dewitt.County.Clerk>** and select the Vital Statistics (Birth, Death, Marriage & Military) drop down option. Instructions for obtaining a certified copy, identification requirements and fees are also include on this website.
 - At Office: please call the office (**361-275-0864**) so the staff can instruct the process for completing the required paperwork, providing identification and payment. The paperwork will be submitted to the clerk's office thru the night deposit.
- Marriage License
 - Please call the clerk's office (**361-275-0864**) for information on how the marriage license issuance process will take place.

- Misdemeanor Fine & Court Cost Payments
 - Individuals needing to make payments towards their fine and court costs can place the payment into an envelope provided, write their name and address on the envelope and place the envelope in the night deposit. The clerk's office will process the payment and mail the receipt to the individual.

We apologize for any inconveniences this may cause. We appreciate your understanding of the need to protect citizens, employees and their families during this time. Thank you for allowing us to serve you. Our prayers are for the health of us all and for this to pass quickly.

Thank you,
Natalie Carson
DeWitt County Clerk