FOR IMMEDIATE RELEASE  3/ 31/ 2020

Kings County Assessor/Clerk-Recorder’s Updated Plan to Mitigate the Spread of COVID-19

Contact:  Kristine Lee, Assessor/Clerk-Recorder
Phone:  559-852-2470 or Email:  Kristine.Lee@co.kings.ca.us

As a precautionary measure to help protect staff and the community from the spread of the Coronavirus (COVID-19), the Assessor/Clerk-Recorder will limit walk-in hours for her offices to APPOINTMENT ONLY through the remainder of the locally declared emergency, or earlier with consultation of health officials.  In addition, the following services will be temporarily suspended:

- Passports
- Civil Marriage Ceremonies

At this time it is recommended that if you have any non-essential business with the Assessor or Clerk-Recorder’s Offices that it be postponed until after services return to normal operating hours. Your patience and understanding is appreciated during this unusual and concerning period of time.

- **Real Estate Recordings:** Recordings will be accepted – Please call to request to drop off. Recordings may also be mailed or sent by courier to: Kings County Clerk-Recorder, 1400 W. Lacey Blvd., Hanford, CA  93230. Any questions regarding payment or document recordability can be emailed to ClerkRecorder@co.kings.ca.us or you may call 559-852-2470 weekdays between 8:00 – 5:00.

- **Property Statement Filings:** Property Statements may be mailed to the office. It is required that the property statements have a “wet” signature. Therefore, we cannot accept the Property Statements via email. If you have questions about filing your property statement you may send an email to Assessor@co.kings.ca.us or call 559-852-2486.

- **Birth, Death and Marriage Records Requests:** Requests for birth, death or marriage records can be started online through our website and notarized forms may be mailed to:
Kings County Clerk-Recorder, 1400 W. Lacey Blvd, Hanford, CA  93230.  

- **Marriage Ceremonies:** Civil ceremonies that were previously scheduled through 4/2/2020 will be performed by the County Clerk-Recorder, but no new appointments will be available until further notice.

- **Marriage Licenses:** Marriage licenses will be processed only if an urgent situation applies. Marriage Licenses will only be processed **BY APPOINTMENT. Call 559-852-2470 for an appointment.** Prior to obtaining a license please ensure that you have an officiant that will perform the ceremony. To prepare your application online use this link http://publicrecords.countyofkings.com/Marriage/MarriageApplication.aspx

- **Fictitious Business Name Statements:** Business Name Statements may be filed through the mail at Kings County Clerk-Recorder, 1400 W. Lacey Blvd., Hanford, CA  93230. To prepare your application online use this link http://publicrecords.countyofkings.com/AssumedNames/ASNApplication.aspx

- **Official Record Copies and Searches:** Indexes and record searches may be found on our website at http://publicrecords.countyofkings.com/RealEstate/SearchEntry.aspx

- **General Phone Calls and Emails:** Phone calls, emails and voicemails will be answered between 8:00 am and 5:00 pm Monday through Friday. The contact information is as follows:
  - Assessor Division:  Assessor@co.kings.ca.us  559-852-2486
  - Clerk-Recorder Division: ClerkRecorder@co.kings.ca.us  559-852-2470