

POWDER RIVER COUNTY

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Cynde Jo Gatlin
Clerk & Recorder

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May 29, 2019

TO THE CITIZENS OF POWDER RIVER CO.

RE: COVID-19 UPDATE

The Powder River County Clerk and Recorder's office would like to inform the citizens of Powder River County of the services that are being offered in our office during this time of courthouse closure.

While the courthouse is in closure status, our office will continue to assist you by telephone, email, and by the US Postal Service. We will also be placing a lock box at the south door entrance of the courthouse. This will allow people to drop off any paperwork they may have for our office. We will check the box twice a day but do ask that you do not place recording into the box.

If recording needs done, I ask that you call ahead and together we can make arrangements for drop off. The following are items and a brief description of the steps our office will take to maintain continuity of business.

Payroll-Paychecks and paystubs will be mailed this month. If you need to make other arrangements please contact our office.

Claims-Claims will be handled as usual and the drop box will need to be utilized to drop off any claims that need submitted. All claims will be mailed this month.

Recording: Recording will be handled on a case by case scenario. Please call the office to make recording arrangements.

911 Addressing: All 911 addressing will need to be conducted via phone and email at this time. wtwedt@prco.mt.gov or cgatlin@prco.mt.gov

Birth and Death Certificate: On the Powder River County website, www.prco.mt.gov, you can find the request forms for birth and death certificates. Please fill out the appropriate form and either mail or email it to our office. There are fees for these certificates so arrangements for payment will have to be made. Birth: \$8.00 each Death: \$5.00 each

We know this is a difficult time in society but it is of utmost importance to keep continuity of business and keep our staff and members of the community safe.

Please do not hesitate to call or email if there is anything you may need.

Please be safe and thank you all for your patience.

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