



YAVAPAI COUNTY RECORDER'S OFFICE

PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE: Wednesday, July 1, 2020

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Yavapai County Recorder
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Suspending In-Person Recording Services

The Yavapai County Board of Supervisors have closed the administration buildings to the public in Prescott and Cottonwood effective Monday, July 6, 2020. Recording services will be conducted solely via drop box, phone, standard mail or email. This is the same procedure that was implemented during the first temporary closing and will be in place 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/ycrecorderelect

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