

HENDERSON COUNTY REGISTER OF DEEDS
200 North Grove Street, Suite 129
Hendersonville, NC 28792

Phone: (828) 697-4901

www.hendersoncountync.org/depts/deeds.html

William Lee King
Registrar

Willa Blair
Assistant Register of Deeds

24 March 2020

To: All Parties who transact business with the Register of Deeds Office

From: William Lee King, Registrar

RE: COVID 19 Office Operations Procedures Effective Wednesday 25 March 2020 until further notice

Due to the States of Emergency that have been declared by Gov. Roy Cooper and Henderson County Manager Steve Wyatt, the Register of Deeds Office has enacted the following procedures to limit public access to the office.

1. Recording of documents by attorneys or individuals will be **by appointment only** for the present, however subject to change. Recording time: 9:00AM to 5:00PM. We strongly encourage the use of Electronic Recording for these documents.
2. Documents can be dropped off in the Tax Department Drop Box located in the North Parking Lot of the Courthouse. If you choose this option, you will be required to provide a self-addressed stamped envelope and contact information (name, address, phone number) as well as a cheque or money order for the recording fee. If the document does NOT meet North Carolina Recording Standards, it will NOT be recorded unless a non-standard document fee has been included with your payment. We will need contact information in order to reach out to you if the document does NOT meet North Carolina Recording Standards.
3. Documents can also be recorded using the U.S. Mail. Just furnish a self-addressed stamped envelope along with the recording fees enclosed.
4. Electronic Recording will continue as usual. We strongly encourage law offices and surveyors to enroll with one of our vendors: Simplifile, CSC, or ePN which are waiving signup fees at this time. Recording time: 9:00AM to 5:00PM
5. Applying for a marriage license will be by appointment only beginning Wednesday 25 March 2020. You can make appointments by calling 828-697-4901. Only the bridal couple may enter, with one translator, if needed. No witnesses, family members or children in the office. Hours remain: 9:00AM to 4:00PM.

6. Out of County Birth Requests (EBRS) will be by appointment only beginning Wednesday 25 March 2020. Hours remain: 9:00AM to 5:00PM.
7. For copies of in-County Vital Records (Birth Certificate, Death Certificate, Marriage Certificates), please visit our website at www.hendersoncountync.gov/rd and follow the prompts to use the Get Certificate Now application. Certified Copies and regular copies are available at this site. They will be mailed to you as soon as they are processed by our office.
8. Any changes to a Henderson County Birth Certificate, Amendment, Legitimation, or Name Change will be by appointment only, with all correct proofs. Documentation or Proofs may need to be preapproved; this may require more than one appointment.
9. Local Funeral Homes may present Death Certificates for recordation by appointment only. They can also drop them off in the Tax Office Drop Box located in the North Parking Lot and our office will contact them to pick up the certified copies by appointment.
10. Notaries Public who need to take their Oaths and Veterans who wish to record their DD214s or pick up a certified copy of their DD214s will have to do so by appointment only.

These requirements are subject to change depending on the situation at hand. We request your patience and understanding in this matter. We do not wish to inconvenience anyone, but these are difficult circumstances for all. These measures have been enacted for the health and protection of the employees of this office and for the health and protection of the citizens of Henderson County.

Please contact our office at 828-697-4901 for any questions.

Respectfully,



William Lee King,
Henderson County Register of Deeds

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