

PUBLIC SERVICE ANNOUNCEMENT COVID-19

Due to public health concerns with COVID 19 and the *Open Texas* guidelines from Governor Abbott the Terry County Clerk's office will implement the following guidelines as we prepare to reopen the Terry County Courthouse to the public beginning Monday, May 4, 2020.

Only 3 persons will be in the records room at a time (limit of 1 hour) and 2 customers at the front counter using social distancing. If you have children please have one party keep them in the hall while we assist you. I *also* encourage you to mail in applications when possible to receive documents. Payment may be made on the website also. Below you will find the new procedures for my office:

- 1) *Birth and/or Death Certificates* may be purchased by using the mail-in application which is available on the Terry County Clerk's website. There is a 2nd page that will need to be notarized.
<http://www.co.terry.tx.us/page/terry.BirthandDeathRecords>
- 2) *Assumed Name/DBA forms* are available online. You may mail these in with the appropriate fees. Please note the form will need to be notarized.
<http://www.co.terry.tx.us/page/terry.PublicRecordsInformtion>
- 3) *Marriage Licenses* will be issued by appointment. Please call the office to schedule an appointment and receive further instructions. Prior to appointment information will be entered on the following website:
<https://public.lgsonlinesolutions.com/omr.html>
- 4) *Brands* that need to be registered will be by appointment. The form may be found online if you would like to enter the information, but not necessary. Please note that signature will need to be notarized.
<http://www.co.terry.tx.us/page/terry.PublicRecordsInformtion>
- 5) *Request for Document* may be found on the website or you can email the request to one of the emails on the Terry County Clerk's webpage. Please contact the office if you need assistance. You will find the form on the following link:
<http://www.co.terry.tx.us/page/terry.PublicRecordsInformtion>
- 6) *Payments of Fines, Court Costs* may be mailed in (if you have a payment plan from a court order) or paid online. For further details please contact the County Clerk's Office.
<http://www.co.terry.tx.us/page/terry.County.Clerk>
- 7) *Title Companies, Attorneys, Landmen* – When you enter to search records you will need to sign in with time of arrival. Only 3 persons at a time will be allowed in the records room for a time limit of 1 hour. If you have any questions about reviewing our records or filing any documents please contact the County Clerk's Office.
- 8) *AOP* is by appointment. Please call the office to receive further information and to set up a time.

We look forward to serving you and want to make sure that you enter into a safe environment as we assist you. The office phone number is (806)637-8551 and the mailing address is **500 W. Main Rm 105, Brownfield, TX 79316**. The Terry County website is co.terry.tx.us

Thank you,
Kim Carter
Terry County Clerk