

## PROCEDURES FOR VITAL RECORDS/GENEALOGY SEARCHES

Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. We are closed all Legal Holidays. Researching is allowed any time while office is open, however, in the rare event of overcrowding or unforeseen circumstances, researchers may be asked to return at another date/time.

Researches are only allowed to view deaths and marriages. Birth records ARE NOT public record and researchers cannot search them. If a birth record is over 100 years old, it *is* available to the public, however, the Clerk's Office staff must conduct the search.

Only certified copies of records can be issued. The present cost is \$10.00 for the first, and \$5.00 for each additional of the SAME record. You are free to write down any information you wish to from the records on a separate sheet of paper.

Records and indexes must be handled with care. They must not be leaned upon, marked, altered, folded or otherwise handled in any way likely to cause damage to the record or index.

Copy machines, cameras, or tracing over vital records is prohibited.

Researchers are prohibited from using ink pens when viewing records. Pencils only please.

Smoking, eating, and drinking are prohibited when viewing all vital records.

The County Clerk or staff reserves the right to determine/deny any unusual request or circumstance.

**I HAVE READ ALL ABOVE PROCEDURES AND AGREE TO ABIDE BY THEM:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Drivers License Number \_\_\_\_\_