



# COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

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News release

**FOR IMMEDIATE RELEASE**

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## **Kenosha County elected officials announce modified procedures during COVID-19 shutdown**

KENOSHA – The Kenosha County Clerk, Treasurer and Register of Deeds offices have established how they will handle their constitutional duties and serve the public while the county's nonessential operations are affected by the COVID-19 emergency.

County Executive Jim Kreuser earlier this week announced the temporary suspension of nonessential services and the closure of most county facilities to the public as a safeguard against the spread of the virus.

As constitutional officers, the clerk, treasurer and register of deeds are required to continue to offer certain services in a limited fashion. The temporary procedures now in place are as follows:

**Clerk:**

County Clerk Regi Bachochin's office will be open for marriage license applications from 1 to 4 p.m. Mondays, Wednesdays and Fridays. In order to limit social contact, Bachochin suggests applicants call to schedule an appointment to apply for a license.

Marriage license applicants must have all documents required when they apply; they will not be able to purchase a copy of their birth certificate in person at the Register of Deeds Office.

A reminder: Kenosha County can only process marriage license applications from Kenosha County residents, or from out-of-state residents whose marriage will take place in Kenosha County.

The clerk's office will offer no further services at this time. To contact the office, please call 262-653-2552 or send an email to [countyclerkgroup@kenoshacounty.org](mailto:countyclerkgroup@kenoshacounty.org).

**Treasurer:**

County Treasurer Teri Jacobson is encouraging the public to pay taxes and request information through the mail or by using electronic options available on her office's website, at <https://www.kenoshacounty.org/589/Treasurer>.

For people unable to use those methods, the office will offer limited, in-person hours to accept payments or records requests, from 1 to 4 p.m. Mondays, Wednesdays and Fridays. Jacobson stresses that people should avoid using the in-person services, as there is the potential for several people to be in close proximity in the office lobby.

The treasurer's office is available to answer questions by phone at 262-653-2542 or by email at [TRBank@kenoshacounty.org](mailto:TRBank@kenoshacounty.org).

**Register of Deeds:**

Register of Deeds JoEllyn Storz's office will not process vital records applications in person during the COVID-19 emergency.

People may pick up vital records applications while the Administration Building is open for the clerk and treasurer's hours from 1 to 4 p.m. Mondays, Wednesdays and Fridays, but these applications must then be mailed in for processing or dropped off later. The applications are on a rack next to the elevator in the building lobby.

Storz said the office will not process records face to face at the counter while the building is open, but people may drop off documents on a table behind the office gate.

If someone has an immediate need to have a document put of record while the building is closed, they may call the office and a staff member will come to the door to take the document from them. The office number is 262-653-2444.

The Clerk, Treasurer and Register of Deeds offices are all located in the county Administration Building, 1010 56<sup>th</sup> St., which will be otherwise closed to the public until the COVID-19 emergency is suspended. The elected officials' satellite office at the Kenosha County Center in Bristol is also closed until further notice.

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