



RE: COVID 19 FOR IMMEDIATE RELEASE-06/08/2020

UNION COUNTY OFFICES ARE OPEN

Effective Monday June 8th, 2020.

Visit unioncountyiowa.org for online services and information.

The following alternative processes are in place, due to social distancing guidelines:

TREASURER: (641)782-1710 Email: kbusch@unioncountyiowa.org

Treasurer's Office Property Taxes, Title Transfers, and Motor Vehicle Assistance: Assistance available at the counter, online at www.iowatreasurers.org or by mail.

Treasurer's Office Driver's License: Services available by appointment only, and can be scheduled online at <https://www.signupgenius.com/go/9040b44aaa723a5fc1-drivers> or by calling our office.

License renewals are encouraged to be done online, at <https://iowadot.gov/mvd/driverslicense/renew>

No written test or drives offered at this time.

AUDITOR: (641)782-1701 Email: shysell@unioncountyiowa.org

Passport Application and Renewals: **By appointment only** please call our office to schedule, and visit <https://travel.state.gov/> for current information and forms.

Please see our website at www.unioncountyiowa.org for other information.

RECORDER: (641)782-1725 Email: kcarlton@unioncountyiowa.org

- We will **allow only one customer at the counter** at a time but we will be providing all services. We will be sanitizing the counter after each customer. Please wait to be called to the counter.
- **Only local, Union County researchers will be allowed access to the Recorder's Office. We will be allowing two in the office at a time.** The door will be closed at all times now so we ask that you stop at the front counter to check in and make sure a workstation is available. We will be cleaning those workstations after each use. Researchers will not be handling the books unless they wear disposable gloves.
- **Masks are STRONGLY encouraged.**

We will still be **encouraging those who can do their work by mail or email to go that route.** We also will be **encouraging our researchers to call ahead** to make sure a workstation is available before they come in. If you have plans to do business here, **you may call ahead and schedule an appointment time.** Appointments not required but encouraged so **our staff can be ready for you and prepare your documents ahead of time.**

Passport Photos: By appointment only – Scheduled along with Passport Appointment at Auditor's Office

ASSESSOR: (641)782-1735 Email: mschaefer@unioncountyiowa.org

The Assessor's Office window is open for Credit Applications that are completed, but we encourage you to mail or email them. The deadline for Homestead, Military, and Business Property Tax Credit Application is July 1, 2020. The Assessor will start field inspections on June 1, 2020, but will only view the property from the car. As of right now there will not be any door knocking or in-person inspections. If anyone needs information from the Assessor's Office please call first and, if the information cannot be provided over the phone or through email, call for an appointment.

VETERANS AFFAIRS OFFICE: (641)782-1723 Email: unioncova@unioncountyiowa.org

Please call to schedule appointment during normal hours:

Monday, Wednesday, Friday from 8:00-Noon

Tuesday & Thursday from 12:30 p.m. -4:30 p.m.

Please call upon arrival for your appointment, or if you are not scheduled (at this time there is no waiting area for the office).

ENTERING THE LAW CENTER:

When you arrive at the Union County Law Enforcement Center, you will need to push the call button just outside the front door and wait for the dispatcher to let you know you can proceed. Once inside the first set of doors, a buzzer will sound for you to open the inside door.

SHERIFF: (641)782-8402 then dial 3

The Sheriff's Office continues to allow Union County Residents to come in to apply for weapon permits. Appointments are not necessary; however, you can call ahead to make sure the office is open. Hours for applying for a weapon permit are Monday – Friday from 8:30am - 12:00pm and 1:00pm – 4:30pm. What you will need when you arrive: A current Iowa Driver's License that shows your address in Union County, \$25.00 fee for Permit to Acquire or Permit to Carry renewal, \$50.00 fee for a new Permit to Carry, a training certificate or DD214 for new Permit to Carry. Applications are available in our office or can be downloaded at <https://dps.iowa.gov/divisions/administrative-services/weapons-permit> .

CLERK OF COURT: (641)782-7315

Office Hours: 8:00am – 4:30pm Monday – Friday

Open to the Public during business hours (without appointment) for all Clerk of Court business. Payments can be made in person, by mail or credit card. Credit card payments are encouraged to be made by either calling the Clerk of Court Office or online by visiting www.iowacourts.gov website.

JAIL: (641)782-8402 then dial 2

Effective Monday, May 18, 2020, the Union County Jail will begin making appointments for fingerprinting. Please call between the hours of 7:00am – 3:00pm Monday – Friday to schedule your appointment. What you will need when you arrive: Your own facemask, driver's license, fingerprint card completed but not signed, and \$15.00 fee. Do not bring other people inside with you to wait.