

MEMORANDUM

8-21-2020

JOSEPH DAVIDSON, CENTRE COUNTY RECORDER OF DEEDS

ANNOUNCES THE ABILITY FOR LIMITED, BY APPOINTMENT, IN PERSON VISITS TO THE RECORDER OF DEEDS OFFICE FOR NOTARY PUBLIC APPLICATION PROCESSING AND OTHER SPECIAL REQUEST OR RESEARCH THAT CAN'T BE HANDLED VIA COUNTY ONLINE RESOURCES AT <http://webia.centrecountypa.gov> MONDAY THROUGH FRIDAY 8:30 AM - 4:00 PM.

PER COUNTY POLICY, YOU ARE REQUIRED TO WEAR A MASK TO ENTER THE BUILDING/OFFICE. SHOW NO SIGNS OF SICKNESS, BEEN DIAGNOSED WITH COVID OR HAVE ANY SYMPTOMS OF THE SAME.

WHEN YOU ARRIVE AT THE BUILDING, PLEASE CALL THE OFFICE AT 814-355-6801 TO REQUEST ENTRY TO THE BUILDING ESCORTED BY STAFF.

ELECTRONIC DOCUMENT RECORDING IS AVAILABLE THROUGH SIMPLIFILE AT. <https://simplifile.com/>

WE WILL CONTINUE TO HAVE A DOCUMENT DROP OFF BOX AT THE MAIN ENTRANCE OF THE WILLOWBANK BUILDING WITH THE SECURITY GUARD/GREETER. YOU MAY ALSO CONTINUE TO MAIL IN YOUR DOCUMENTS FOR FILING. ALL DOCUMENTS MUST BE ACCOMPANIED BY A SELF ADDRESSED STAMPED ENVELOPE FOR RETURN. **PLEASE CALL 814-355-6801 WITH ANY QUESTIONS.**