

WENDY M. WELFLEY
RECORDER OF DEEDS, REGISTER OF WILLS & CLERK OF ORPHANS' COURT

RE-OPENING GUIDELINES-JUNE 18, 2020

As we now move to the Green Phase in Perry County, we ask everyone to please be patient as we work to serve your needs. Due to social distancing guidelines, we have one counter to serve all inquiries for 3 offices, so we offer the following guidance.

Title Searching

1. Our current number of search terminals has been cut in half due to social distancing guidelines, so anyone needing to do a title search is requested to call our office at 717-582-2131 and schedule an appointment to do so. Appointments are done in two-hour increments, however, if there are not 6 people in here searching at the expiration of your two-hour time slot, you can certainly continue searching.

Recordings

1. Recordings can continue to be done through e-recording, mailing, dropping them off at the office, or in person. When appearing in person to do recordings, if someone is already at the counter, please wait at the door or at the chairs in the hall and wait to be prompted to enter. Please remember to practice social distancing.

Virtual Transactions

1. We strongly encourage the continued use of our Virtual Marriage Application Process for all marriage license applicants. The procedure can be found on our website:
<http://www.perryco.org/Dept/RegisterAndRecorder/Pages/RegisterAndRecorder.aspx>
2. We strongly encourage the continued use of our Virtual Probate Procedure. This procedure is as follows: Email copies of all documents needed for the probate along with the personal representative(s) identification to our office at wwelfley@perryco.org Once all documents are reviewed we will contact you via email to schedule the zoom meeting to swear in the individual(s).
3. We strongly encourage the continued use of our Virtual Probate Procedure. This procedure is as follows: Email copies of all documents needed for the probate along with the personal representative(s) identification to our office at wwelfley@perryco.org Once all documents are reviewed we will contact you via email to schedule the zoom meeting to swear in the individual(s).

In Person Probates and/or Marriage License

1. Anyone needing to do an in-person probate or marriage license, please contact our office to make an appointment at 717-582-2131.
2. Visitors entering the office must follow all CDC guidelines and are encouraged to wear a mask and must follow social distancing. If someone is already at the counter, please wait at the door or at the chairs in the hall and wait to be prompted to enter.

Copies

We encourage everyone to continue to call in your request for certified copies of your marriage license or simply mail in your request for us to process.

Anyone wanting copies of recorded real estate documents are encouraged to call our office and we will be glad to send those out to you via email.

Thank you for your patience as we continue to meet your essential needs while helping to keep our staff and the public safe.

