

March 19, 2020

News release

**FOR IMMEDIATE RELEASE**

## **Sauk County elected officials announce modified procedures during COVID-19 pandemic**

BARABOO – The Sauk 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.

The Sauk County Board of Supervisors has declared a state of emergency due to the COVID-19 pandemic. Sauk County Public Health announced today that there is one (1) confirmed case of COVID-19 in Sauk County

As constitutional officers, the clerk, treasurer and register of deeds are required to continue to offer certain services in a limited fashion. Due to the high traffic experienced in these departments, the doors to these offices will be temporarily locked. Staff is still available to assist over the phone or online. We are constantly monitoring the situation and will re-evaluate these temporary procedures on April 2, 2020.

The temporary procedures now in place are as follows:

### **Clerk:**

County Clerk Rebecca Evert’s office will be suspending the issuance of passports. If necessary to obtain a marriage license, call to schedule an appointment.

The April 7<sup>th</sup> election is still on. Please call or e-mail with any questions you may have.

To contact the office, please call 608-355-3286 or e-mail [countyclerk@saukcountywi.gov](mailto:countyclerk@saukcountywi.gov). Additional information can be found at <https://www.co.sauk.wi.us/countyclerk>

### **Treasurer:**

County Treasurer Elizabeth A. Geoghegan is encouraging the public to pay taxes and request information through the mail, e-mail or by using electronic options available on the office’s website, at <https://www.co.sauk.wi.us/treasurer>

For those unable to use those methods, please contact the office to make an appointment.

The treasurer's office is available to answer questions by phone at 608-355-3275 or by email at [treasurer@saukcountywi.gov](mailto:treasurer@saukcountywi.gov).

**Register of Deeds:**

Register of Deeds Brent Bailey's office will continue to process vital records applications during the COVID-19 emergency specified as follows:

The office will not process records face to face at the counter while the building is open, but applications will be available outside the door. Customers may complete the application and submit it with ID and payment under the door. Please allow 20 minutes for processing.

The process for copies of real estate documents and the submission of hand delivered recordings will be the same as vital records.

The register of deeds office is available to answer questions by phone at 608-355-3288 or by email at [ROD@saukcountywi.gov](mailto:ROD@saukcountywi.gov). You can find additional information at <https://www.co.sauk.wi.us/registerofdeeds>

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