



Kootenai County Clerk Jim Brannon

451 Government Way · P.O. Box 9000

Coeur d'Alene, ID 83816-9000

Phone (208) 446-1651

<http://www.kcgov.us/departments/clerk> · Email jbrannon@kcgov.us

PRESS RELEASE

March 18, 2020

In an effort to comply with the precautions regarding the Coronavirus (COVID-19) for our employees and the citizens of Kootenai County and to maintain operations, the following Clerk's Division Offices will be limiting public access starting Thursday, March 19 until further notice.

Recorder's services are available to the public by phone, website or in person by appointment only. Please call 208-446-1480 or email kcro@kcgov.us to schedule an appointment. No Saturday appointments will be accepted at this time, however the office hours will be Monday through Friday, 8AM to 5PM. Passport applications will not be accepted past 2:45PM. Marriage applications will still be accepted until 5:00PM. For **over the counter recordings**, there will be a secure drop box outside the office in which customers may place their documents and check or money order for the recording. A self-addressed envelope must be attached in order to return the document. E-Recordings will continue as normal.

More information can be found on the Recorder's website at <https://www.kcgov.us/343/Recorder>.

Elections Office's services will be made available to the public by phone or website. Please call 208-446-1030 for any election related question or visit www.kcgov.us/31/Elections. You can also email or fax any correspondence to kcelections@kcgov.us or 208-446-2184. The office hours are 8AM to 5PM, Monday through Friday. Absentee ballot requests, registration cards and return envelopes will be located outside the main door, while a secure drop box will also be made available to return any correspondence at the Elections Office-1808 N. 3rd St. Coeur d'Alene. You can also mail any correspondence to PO Box 9000, Coeur d'Alene, ID 83816-9000.

The Idaho Secretary of State has launched a new webpage that allows voters to easily apply for an absentee ballot. Please visit <https://idahovotes.gov/vote-early-idaho/> for more information.

Recorder's Office Contact Information

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Email: kcro@kcgov.us

Website: <https://www.kcgov.us/343/Recorder>

Elections Office Contact Information

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Email: kcelections@kcgov.us

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For any questions, please contact Chief Deputy Clerk Jennifer Locke at 208-446-1652.