

WASHAKIE COUNTY CLERK  
POLICIES AND PROCEDURES  
MARCH 2020

[www.washakiecounty.net](http://www.washakiecounty.net) 307-347-3131

AT THIS TIME WE WILL NOT HAVE ANY WALK IN CUSTOMERS. ONLY FOR EXTREME CIRCUMSTANCES WILL WE BE DOING ANY WORK BY APPOINTMENT. PLEASE CALL 307-347-3131 FOR FURTHER INFORMATION ON THE POSSIBILITY OF SETTING UP AN APPOINTMENT.

## **REAL ESTATE DOCUMENTS**

WE HAVE DEVELOPED A FORM THAT WILL NEED TO BE FILLED OUT FOR ALL DOCUMENTS THAT ARE LEFT AT DISPATCH. IT IS ON OUR WEBSITE PAGE

**THIS FORM MUST BE COMPLETED WITH EACH SET OF DOCUMENTS THAT YOU LEAVE AT DISPATCH**

THERE ARE OPTIONS TO SET UP ELECTRONIC FILINGS FOR REAL ESTATE WITH SIMPLIFILE AND CSC. THAT INFORMATION IS ALSO LOCATED ON THE WEBSITE.

You can also view documents from 2008 forward through IDOC's that is also located on our website. You can subscribe, get day passes to view. Unfortunately we do not have the older documents available at this time.

## **TITLES**

TITLE PAPERWORK CAN BE MAILED TO OUR OFFICE FOR COMPLETION. OUR MAILING ADDRESS IS P.O. BOX 260, WORLAND, WY 82401. IF AT ALL POSSIBLE PLEASE DO NOT LEAVE CASH WITH YOUR DOCUMENTS WE WOULD LIKE TO HAVE A CHECK. THE TREASURER'S OFFICE HAS THE AVAILABILITY FOR DEBIT AND CREDIT CARDS IF THAT IS NECESSARY. PLEASE CALL OUR OFFICE FOR FURTHER INSTRUCTION ON THIS.

WE HAVE DISCUSSED WITH THE LAW ENFORCEMENT AND THEY ARE WILLING TO WAIVE SOME ISSUES WITH YOU NOT BEING ABLE TO GET A TITLE AND REGISTRATION ON YOUR VEHICLE. YOU DO HAVE 65 DAYS BEFORE SALES TAX IS DUE ON A VEHICLE AND THERE IS A WAY TO WAIVE THE PENALTY IF IT IS WITHIN THIS TIME FRAME THAT WE ARE CLOSED.

IF YOU ABSOLUTELY MUST HAVE A TITLE YOU CAN CALL THE OFFICE AT 347-3131 AND WE CAN SET UP AN APPOINTMENT. IF YOU ARE WANTING PLATES AND TO PAY SALES TAX WE WILL NEED TO COORDINATE WITH THE COUNTY TREASURER'S OFFICE ON THE APPOINTMENT AND THE TIME FRAME TO GET THE WORK COMPLETED. THIS IS ON A CASE BY CASE BASIS AND SUBJECT TO CHANGE AT ANY TIME BY POLICY WITHIN THE COUNTY. WE HAVE THE OPTION TO NOT SET APPOINTMENT IF WE FEEL THAT IT WILL PUT OUR STAFF AT RISK.

THERE ARE MANY TITLE FORMS ON OUR WEBSITE IF THEY ARE NEEDED

## **VOTER REGISTRATION**

OUR CURRENT VOTER REGISTRATION CARD IS AVAILABLE ON OUR WEBSITE. THE FORM CAN BE COMPLETED BY YOU AND YOUR SIGNATURE NOTARIZED. YOU WILL STILL NEED TO SHOW THE PROPER IDENTIFICATION TO THE NOTARY. YOU CAN THEN EITHER MAIL THE VOTER REGISTRATION CARD TO OUR OFFICE OR YOU CAN MAKE ARRANGEMENTS TO HAVE IT DROPPED OFF AT THE COURTHOUSE. PLEASE CALL AHEAD FOR AN APPOINTMENT TO DROP IT OFF.

I HAVE BEEN IN CONTACT WITH THE DEMOCRATIC PARTY CHAIRMAN AND THEY ARE AWARE OF THE COURTHOUSE CLOSURE AND I WILL BE WORKING CLOSELY WITH HER REGARDING YOUR VOTER REGISTRATION.

## **MARRIAGE LICENSES**

CURRENTLY THERE ARE SEVERAL SURROUNDING COUNTIES THAT ARE AVAILABLE FOR YOU TO STILL BE ISSUED A MARRIAGE LICENSE. I WOULD CAUTION YOU TO CALL AHEAD THOUGH IF YOU PLAN ON GOING TO ANOTHER COUNTY.

A MARRIAGE LICENSE FROM ANY COUNTY IN WYOMING IS GOOD TO BE USED ANYWHERE IN WYOMING.

IF OTHER AREA OFFICES CLOSE IN THE FUTURE PLEASE CALL AND WE CAN SET UP AN APPOINTMENT TO ISSUE THE LICENSE BY APPOINTMENT. THIS WILL ONLY BE IF SURROUNDING COUNTIES HAVE CLOSED ALSO.

PLEASE HAVE THE QUESTIONNAIRE COMPLETED BEFORE MAKING ARRANGEMENTS FOR THE LICENSE. THIS DOCUMENT IS LOCATED ON OUR WEBSITE.

## **NOTARY INFORMATION**

ALL INFORMATION REGARDING BECOMING A NOTARY CAN BE FOUND ON THE WYOMING SECRETARY OF STATE SITE.

COST TO FILE A NOTARY AT THE COUNTY CLERK'S OFFICE IS \$15.00. WE WILL ALSO NEED A BOND TO FILE WITH THE NOTARY

