OFFICE CLOSURES AND SERVICES SUSPENDED

Pursuant to Executive Order No. 2020-21, all office locations will be closed to the public until further notice.

The following services have been suspended until further notice:

**Vital Records**
- New CPL applicants
- Fingerprinting portion of application process is currently unavailable
- In-person genealogy searches
- Notary Applications
- Marriage Licenses

**Register of Deeds**
- Passport services
- In-person record searches
- In-person document recording

**Elections**
- None

**Circuit Court Records**
- In-person access to records
- Call or e-mail for assistance

**ONLINE SERVICES**

**Vital Records**
- Request for Birth, Death, and Marriage Certified Copies
- Marriage License Applications
- Business Name/DBA Searches and forms for DBA
- CPL applications (Renewals only)
- Honor Rewards for veterans and businesses

**Register of Deeds**
- E-Recording of all Property documents
- Property Records Search

**Elections**
- View election information and results
- Register to vote (www.mi.gov/vote)
- Campaign Finance (submitted via e-mail)

**Circuit Court Records**
- E-file all civil and domestic court documents other than case initiation
- Circuit Court payments (Restitution and Court costs/finances only)
- Case Record search

**MAIL SERVICES**

**Vital Records**
- Request for Birth, Death, and Marriage Certified Copies
- Business Name/DBA application and renewal
  - Must be notarized
- Honor Rewards for veterans and businesses
- Genealogy search request

**Register of Deeds**
- Recording all Property documents

**Elections**
- Candidate filings
  - Must be notarized
- Campaign Finance
- Voter Registration

**Circuit Court Records**
- Circuit Court payments
- Case Initiation

**APPOINTMENTS FOR ESSENTIAL SERVICES**

Appointments for services deemed essential are available on a limited basis:

**Vital Records**
- Emergencies only at this time

**Elections**
- Emergencies only at this time

**Register of Deeds**
- None

**Circuit Court Records**
- Emergency hearing
  - Please call Trial Division of Circuit Court
- Personal Protection Order/PPO
  - Please call Trial Division of Circuit Court

**CONTACT INFORMATION**

**Register of Deeds**
- Phone: (616) 994-4510
- E-mail: register@miottawa.org

**Vital Records**
- Phone: (616) 994-4531
- E-mail: countyclerk@miottawa.org

**Elections**
- Phone: (616) 994-4535
- E-mail: elections@miottawa.org

**Circuit Court Records**
- Phone: (616) 846-8315
- E-mail: circuitcourtrecords@miottawa.org

Justin F. Roebuck
Ottawa County Clerk | Register of Deeds
(616) 994-4531
county clerk@miottawa.org
www.miottawa.org/clerkROD