



# NEW HANOVER COUNTY

## REGISTER OF DEEDS

320 Chestnut Street, Suite 120, Wilmington, NC 28401  
P: (910) 798-4530 | F: (910) 798-7751 | NHCgov.com

**Tammy Theusch Beasley**, Registrar

March 27, 2020

Due to the COVID-19 outbreak, and the declaration of a local, state, and national emergency, I am implementing some temporary changes to keep the citizens and staff safe. While our office will be open normal business hours; changes and suggested processes are as follows:

Walk-ins to the offices and the deed vault are closed, but appointments for marriages, notary and recording are being allowed from 10 a.m. to 2 p.m.

All customers who are needing certified copies of vital records will need to utilize our online request website <https://registerofdeeds.nhcgov.com>. Orders are processed daily and mailed out by next day. If you can't access our website, we will process mail orders promptly. Mail requests with \$10.00 along with a self-addressed stamped envelope to New Hanover County Register of Deeds 320 Chestnut St. Wilmington, NC 28401.

Couples needing to obtain marriage licenses will need to fill out the online portion of the marriage application at the website above and then make an appointment and can do so by calling 910-798-4544. We ask that only the applicants come in to their appointment.

We urge those needing to record documents to consider electronic recording. Please contact 910-798-7713 for information regarding this process. If you must visit our office to record, we ask that only the recording party/agent come in at the 320 Chestnut location as all real estate services are suspended at the Government center until further notice. When the recording agent comes into our downtown office starting Monday March 30<sup>th</sup> you will be able to update recordings in the lobby and then put your documents in a drop box. Our staff will then retrieve them to record immediately. I have suspended instant service and will be mailing documents back to the agent. So please attach an addressed envelope to the documents.

Those needing to take their notary oath or in need of notarial services will need to make an appointment and can do so by calling 910-798-7731.

Citizens seeking to search our real estate records and/or order certified copies of these documents can do so at <https://search.newhanoverdeeds.com> to do so. In addition, the Register of Deeds will ONLY accept checks, money orders or cash. Credit cards will not be accepted.

We are trying to keep citizens and staff safe. If one of our staff members tests positive, our entire office will have to be quarantined resulting in the closure of our office. We want to prevent that. The county also will have two nurses positioned at the doors to check temperatures with touchless forehead thermometers.

Call 910-798-7711 if you have questions and, of course, if you are sick we ask that you please do not visit our office.

Regards,

*Tammy Theusch Beasley, Registrar*