

May 4, 2020 County Offices Public Access Guidelines

For Courthouse and Annex Building:

- Everyone needs an appointment. Call ahead. Deputies will have a list of who is allowed in the Courthouse and Annex Building each day.
- Everyone must wear a mask.
- No one can bring bags, backpacks, laptops, brief cases.
- No one will be allowed to go from one department to another. They must have a separate appointment for each office they visit.
- Time will be limited per department.
- Only the person doing business is allowed in.
- Business that can be conducted by phone will continue to operate in that manner.
- Information will also be posted on county website.

Appointments for Sheriff: 570-389-5622

- Appointments will be from 9AM – 3PM.

Appointments for Treasurer: 570-389-5626

- Most business can be completed online
- Appointments will be from 9AM – 3PM.

Appointments for Tax & Assessment: 570-389-5642

- Appointments will be from 9AM – 3PM.
- Use lock box in vestibule, mail or pay online for tax payments.
- Lien Certificates can be dropped off at vestibule
- Property record card or tax maps: cctaxoffice@columbiapa.org

Appointments for Prothonotary: 570-389-5619 ([Click Here For Guidelines](#))

- One (1) searcher at a time: 9AM – 3PM
 - 45 minutes time limit
 - Clerks will bring files to you
- Marriage Licenses: Columbia County residents ONLY.
 - 10:00AM – 2:00PM, Wednesdays and Fridays
 - Must have all documentation with you
- Passports
 - 10:00AM – 2:00PM, Tuesdays and Thursdays
 - Must have all documentation with you

Appointments for Register & Recorder: 570-389-5634 ([Click Here For Guidelines](#))

- Title Search – two (2) at a time
 - 50 Minutes time limit
 - One search per organization per day
- Recording/Filing: Current practice of dropping off or mailing will continue
- Probate
 - Paperwork must be emailed/faxes to office prior to appointment
 - Witness forms, Renunciations, etc must be notarized prior to appointment
 - All photocopies of drivers' licenses are to copied ahead of time

Appointments for Planning: 570-389-9146, Ext. 1

Appointments for GIS: 570-387-4930

****All rules are subject to change as we continue to monitor the Pandemic and its impact.****