



**PITT COUNTY
REGISTER OF DEEDS**
Post Office Box 35
GREENVILLE, NORTH CAROLINA 27835-0035

Lisa P Nichols
Custodian of Records
and Vital Statistics

Vital Records (252) 902-1650
Real Estate (252) 902-1670

Effective Immediately

In an effort to follow CDC and local health authorities' recommendations, promote social distancing and to protect all staff and the public during the current State of Emergency, the Register of Deeds office will be amending all in-person services.

Due to the COVID-19 outbreak resulting in a declaration of emergency, I am implementing the following steps to restrict access to the office of Register of Deeds:

1. Limited public access to the office.
2. Urge Attorneys to utilize our electronic recording system for recording all documents.
3. Have citizens order certified copies of Birth, Death and Marriage through our online service at www.getcertificatenow.com/Pitt all request will be processed and mailed out the same day or the following day depending on time of submission, or send us a request via mail along with the fee and a copy of the photo id and it will be returned to them via mail.
4. Couples wishing to apply for a Marriage License should complete the online marriage application on our website and then call the office at 252-902-1656 to schedule an appointment to come in to complete the process. Only the parties to the marriage will be allowed.
5. Any Notary that needs to take their oath of office or veteran needing to record their discharge papers may do so by appointment only.
6. Funeral Homes should fax their request for death certificates to 252-830-4132 or call the office at 252-902-1656 in order to have request processed to limit the time in office for pickup.

I would appreciate everyone's cooperation in this matter in order to ensure the health, safety and wellbeing of our employees and the public. If you have any issues or concerns please feel free to contact our office.

Lisa P Nichols
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