



**ST. LAWRENCE COUNTY
OFFICE OF THE COUNTY CLERK**

48 Court Street, County Courthouse
Canton, New York 13617-1198
Telephone (315) 379-2237 Fax (315) 379-2302

Sandra W. Santamoor
St. Lawrence County Clerk
Melissa Friedel
St. Lawrence Deputy County Clerk

RE-OPENING MEMORANDUM

After 3 months of the County Clerk's Office being closed to the public, I am happy to announce that we can once again serve the citizens of St. Lawrence County in person. We will be opening, by appointment only, on Friday, June 19th. To begin with, we will be limiting the types of service we provide to, necessary, in person transactions only. We are still encouraging mailing and the use of our drop boxes whenever possible. There are protocols that have been set in place that must be adhered to for us to be able to serve the public in person. Please understand that these are for the protection of both the public and the staff.

Here is what visiting the County Clerk's Office will look like until further notice:

Office Hours: 8am to 4pm (a few days of extended hours and some Saturday morning appointments are available).

YOU MUST HAVE AN APPOINTMENT!

- Only the person requiring our service will be allowed in the office
- Please have all of your paperwork completed prior to your appointment
- Signs and arrows will direct you to the appropriate traffic flow within the building to maintain social distancing
- You must wear a mask when inside the building
- Hand sanitizer will be available-please use prior to service
- Bring your own pen
- Please give the clerk your documents then step back from the counter

We ask for your patience over the next few weeks to months as this is a new process for all of us. We are expecting an enormous amount of phone calls but please know that we are doing our best to answer those calls.

I'd like to thank the County Clerk staff for all they have been doing over the last few months. Even though we were not open to the public, the staff continue to work in limited numbers to answer phones and process real property documents. When calling or visiting the County Clerk's Office, please be patient. The staff are doing their best with the current situation. The rules that need to be followed are out of their control. We are all in this together so I ask for your understanding and cooperation as we work through this new way of serving the public.