



COLLEEN CARMACK
SANDUSKY COUNTY RECORDER
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March 20, 2020

Update to our customers,

Effective March 23, 2020, the Sandusky County Recorder's Office will be closed to all visitors until further notice.

Essential services provided by our office will be maintained by onsite personnel and be fully functioning during this time. Below are the procedures to be followed depending on your needs:

RECORDING

Documents that need recording will be accepted via mail or drop off. Documents can be placed in the locked drop box marked "RECORDER" inside the main foyer of the courthouse. You will **not** need to go through security to use it. The drop box will be emptied daily at 10:00 a.m., 12:00 p.m. and 2:00 p.m. Please make sure if using the drop box that a cover sheet is included that contains contact information, and more specifically, an email address. A self-addressed and stamped envelope would also be appreciated. For additional inquiries, please contact Deputy Alanna Hasselbach. Any documents that have been recorded and are awaiting pick up will be mailed to you.

RESEARCH

Research can be done online by going to www.uslandrecords.com. You can search the index from January 1, 1994 . Questions concerning research can be addressed to Recorder Colleen Carmack or Chief Deputy Tonya Gilson.

COPY REQUESTS

Copies of documents and/or abstract pages can be requested by emailing recorderstaff@co.sandusky.oh.us. My staff will make the copies and email them to you along with an invoice, or by charging your copy account. Copies will remain at .25 per page. If you need additional information on this procedure, contact Deputy Anita Hotz.

Thank you for your patience and understanding during this unforeseen time, and I will keep you apprised of any additional changes coming in the future.

Colleen Carmack
Sandusky County Recorder