

**Allamakee County Courthouse business hours 8:00am to 3:30pm daily.** The shortened business hours will allow for courthouse staff to do necessary cleaning and disinfecting of the offices to protect the public and staff from the Covid19 Coronavirus. **The CLERK OF COURT business hours of 8:00am-4:30pm will remain unchanged.**

Signs with public health guidelines will be expected to be followed when in the common areas of the courthouse for social distancing requirements. While masks are not required in the hallways, their use is recommended. **Courthouse staff wish to THANK EVERYONE for their patience and your willingness to follow healthy practices while we get through this experience together!!**

**Making an appointment with your desired office is highly recommended!**

**Individual office requirements will be as follows for the office indicated:**

**County Treasurer's Office: 563-568-3793 [treasallamak@co.allamakee.ia.us](mailto:treasallamak@co.allamakee.ia.us)**

- There will now be **2 doors** for this office, please watch for **colored signage**.
- **A door for Taxes/Motor Vehicle only** and **a door for Drivers License only**.
- **ALL Driver's License needs are by Appointment Only by calling 563-568-3793**
- Only 2 customers will be allowed in the **Tax/Motor Vehicle** area at any one time
- Customers are encouraged to pay taxes online @ [www.iowatreasurers.org](http://www.iowatreasurers.org)
- Correspondence items may be placed in the drop box in the north parking lot of the courthouse, the TREASURER'S metal box on 1<sup>st</sup> floor of the courthouse (Use South door only), or by mailing to Treasurer's Office, 110 Allamakee St. Waukon, IA 52172

**County Auditor's Office: 563-568-3522 [dbeyer@co.allamakee.ia.us](mailto:dbeyer@co.allamakee.ia.us)**

- Only 2 customers in the office at any one time, signage will be posted on the door
- A customer that needs to come behind the counter for any reason will be required to put a mask on.
- Mask will be provided if needed.
- **Passport services are unavailable at this time. When they do become available it will be by Appointment Only.**
- Items may be dropped off into the AUDITOR'S metal box on 1<sup>st</sup> floor of the courthouse (use South door only) or by mailing the item to Auditor's Office, 110 Allamakee Street, Waukon, IA 52172

**State of Iowa Clerk of District Court 563-568-6351 [wendy.steffens@iowacourts.gov](mailto:wendy.steffens@iowacourts.gov)**

- It is recommended to contact this office or your own attorney for detailed information regarding court proceedings.
- Appointments are recommended by calling 563-568-6351
- Only 2 members of the public will be allowed in the office at any one time.
- To ensure social distancing, items may also be placed into the CLERK OF COURT'S metal box on 1<sup>st</sup> floor of the courthouse (Use South door only) or by mailing the item to Clerk of Court, 110 Allamakee Street, Waukon, IA 52172

**County Recorder's Office: 563-568-2364 [dwinke@co.allamakee.ia.us](mailto:dwinke@co.allamakee.ia.us)**

- Only 2 members of the public will be allowed at the front counter at a time.
- Only 2 members of the public will be allowed in the vault at a time **by Appointment**
- Any public entering the vault must have a mask on & use sanitizer or gloves
- Individuals are encouraged to go on-line to research recorded documents at <https://iowalandrecords.org> for records 1981 to the present instead of doing research in the vault
- Masks, gloves & hand sanitizer will be provided if needed.
- Appointments are recommended by calling 563-568-2364
- To ensure social distancing, items may also be placed into the RECORDER'S metal box on 1<sup>st</sup> floor of the courthouse (Use South door only) or by mailing the item to Recorder's Office, 110 Allamakee Street, Waukon, IA 52172

**County Attorney's Office: 563-568-3813 [agericke@co.allamakee.ia.us](mailto:agericke@co.allamakee.ia.us)**

- Court services may resume as soon as June 1<sup>st</sup>, please check with your own attorney or the Clerk of Court for details regarding your individual case.
- In order to maintain distancing requirements, the court system may be using the large courtroom for the public to sit and wait to be called to the small courtroom.

**County Environmental Health: 563-568-4104 [moody@co.allamakee.ia.us](mailto:moody@co.allamakee.ia.us)**

**County Planning & Zoning: 563-568-3014 [tblake@co.allamakee.ia.us](mailto:tblake@co.allamakee.ia.us)**

- Only 1 customer allowed into the office at a time unless otherwise instructed by staff.
- If a customer needs to come behind the front counter for any reason, they will be required to put a mask on & use hand sanitizer.
- Mask & sanitizer will be provided if necessary
- To ensure social distancing, customers are encouraged to make appointments by calling or emailing the office. By providing a cell phone# or email, clients may wait in their vehicle or outside and be notified when the office is available to enter. Items can be mailed to Env Health or Zoning Office 110 Allamakee Street, Waukon, IA 52172

**County Assessor's Office: 563-568-3145 [aburckart@co.allamakee.ia.us](mailto:aburckart@co.allamakee.ia.us)**

- Number of customers may be limited due to maintain social distancing guidelines.
- If a customer needs to come behind the counter into our work areas, they will be required to wear a mask.
- Mask will be provided if necessary.
- Staff will wear a mask as they feel necessary.
- Customers may contact the office to verify restrictions or set an appointment.

**County Substance Abuse Prevention 563-568-2204 [jbossom@co.allamakee.ia.us](mailto:jbossom@co.allamakee.ia.us)**

- Only 1 customer allowed in the office at a time unless otherwise instructed by staff.
- If a customer needs to come behind the counter or the sneeze guard barrier for any reason, they will be required to put a mask on.
- Mask will be provided if necessary
- To ensure social distancing, customers are encouraged to make appointments by calling or emailing the office. By providing a cell phone# or email, clients may wait in their vehicle or outside and be notified when the office is available to enter. Items can be mailed to Substance Abuse Prevention 110 Allamakee Street, Waukon, IA 52172

**County Social Services 563-568-6227 [jhowes@countysocialservices.org](mailto:jhowes@countysocialservices.org)**

- Only 1 customer allowed into the office at a time unless otherwise instructed by staff.
- If customer needs to meet with service coordinator, they will be encouraged to wear a mask. Mask will be provided if necessary
- If customers need to complete and/or sign paperwork, customers will be provided hand sanitizer to use beforehand
- To ensure social distancing, customers are encouraged to make appointments by calling or emailing the office. By providing a cell phone# or email, clients may wait in their vehicle or outside and be notified when the office is available to enter. Items can be mailed to Social Services 110 Allamakee Street, Waukon, IA 52172

**County Veteran's Affairs Office 563-568-6135 [hhomewood@co.allamakee.ia.us](mailto:hhomewood@co.allamakee.ia.us)**

- No more than 2 members of the public will be allowed inside the office at one time due to confidentiality reasons. Others must wait outside or in the hallway
- Appointments are highly recommended to reduce waiting time
- Phone calls are also recommended to complete some business
- No clients will be allowed to go beyond the waiting area unless approved by staff
- Mask are recommended to be worn when inside the office.
- Masks will be available if necessary (in limited quantity)
- The VA van will **NOT** be making trips to Iowa City until directed to do so by the VA itself. It is unknown when that program will resume at this time.
- To ensure social distancing, clients are encouraged to make appointments by calling or emailing the office. By providing a cell phone# or email, clients may wait in their vehicle or outside and be notified when the office is available to enter. They can also mail items to: Veteran's Affairs Office 110 Allamakee Street, Waukon, IA 52172

**County Relief Office 563-568-3591 [r.hawes@mchsi.com](mailto:r.hawes@mchsi.com)**

- It is highly recommended to call ahead or make an appointment
- No More than 1-2 people allowed in the office at any one time
- Mask are recommended to be worn when inside the office
- Masks will be available if necessary (in limited quantity)