



KINGS COUNTY GOVERNMENT CENTER  
1400 WEST LACEY BLVD  
HANFORD, CALIFORNIA 93230-5905

**KRISTINE LEE**

**COUNTY OF KINGS  
ASSESSOR-CLERK-RECORDER**

ASSESSOR'S OFFICE PHONE (559) 852-2486  
FAX – ASSESSOR (559) 582-2794  
CLERK-RECORDER OFFICE PHONE: (559) 852-2470  
FAX – CLERK/RECORDER (559) 582-6639

**FOR IMMEDIATE RELEASE 3/31/2020**

**Kings County Assessor/Clerk-Recorder's  
Updated Plan to Mitigate the Spread of  
COVID-19**

Contact: Kristine Lee, Assessor/Clerk-Recorder  
Phone: 559-852-2470 or Email: [Kristine.Lee@co.kings.ca.us](mailto:Kristine.Lee@co.kings.ca.us)

As a precautionary measure to help protect staff and the community from the spread of the Coronavirus (COVID-19), the Assessor/Clerk-Recorder will limit walk-in hours for her offices to **APPOINTMENT ONLY** through the remainder of the locally declared emergency, or earlier with consultation of health officials. In addition, the following services will be temporarily suspended:

- Passports
- Civil Marriage Ceremonies

At this time it is recommended that if you have any non-essential business with the Assessor or Clerk-Recorder's Offices that it be postponed until after services return to normal operating hours. Your patience and understanding is appreciated during this unusual and concerning period of time.

- **Real Estate Recordings:** Recordings will be accepted – **Please call to request to drop off.** Recordings may also be mailed or sent by courier to: Kings County Clerk-Recorder, 1400 W. Lacey Blvd., Hanford, CA 93230. Any questions regarding payment or document recordability can be emailed to [ClerkRecorder@co.kings.ca.us](mailto:ClerkRecorder@co.kings.ca.us) or you may call 559-852-2470 weekdays between 8:00 – 5:00.
- **Property Statement Filings:** Property Statements may be mailed to the office. It is required that the property statements have a “wet” signature. Therefore, we cannot accept the Property Statements via email. If you have questions about filing your property statement you may send an email to [Assessor@co.kings.ca.us](mailto:Assessor@co.kings.ca.us) or call 559-852-2486.
- **Birth, Death and Marriage Records Requests:** Requests for birth, death or marriage records can be started online through our website and notarized forms may be mailed to:

Kings County Clerk-Recorder, 1400 W. Lacey Blvd, Hanford, CA 93230.  
<https://www.countyofkings.com/departments/general-services/assessor-clerk-recorder/clerk-recorder/birth-death-marriage-certificate-request>

- **Marriage Ceremonies:** Civil ceremonies that were previously scheduled through 4/2/2020 will be performed by the County Clerk-Recorder, but no new appointments will be available until further notice.
- **Marriage Licenses:** Marriage licenses will be processed only if an urgent situation applies. Marriage Licenses will only be processed **BY APPOINTMENT**. Call **559-852-2470 for an appointment**. Prior to obtaining a license please ensure that you have an officiant that will perform the ceremony. To prepare your application online use this link <http://publicrecordsint.countyofkings.com>
- **Fictitious Business Name Statements:** Business Name Statements may be filed through the mail at Kings County Clerk-Recorder, 1400 W. Lacey Blvd., Hanford, CA 93230. To prepare your application online use this link <http://publicrecordsint.countyofkings.com>
- **Official Record Copies and Searches:** Indexes and record searches may be found on our website at <http://publicrecordsint.countyofkings.com>
- **General Phone Calls and Emails:** Phone calls, emails and voicemails will be answered between 8:00 am and 5:00 pm Monday through Friday. The contact information is as follows:
  - Assessor Division: [Assessor@co.kings.ca.us](mailto:Assessor@co.kings.ca.us) 559-852-2486
  - Clerk-Recorder Division: [ClerkRecorder@co.kings.ca.us](mailto:ClerkRecorder@co.kings.ca.us) 559-852-2470