

**\*\*ATTENTION\*\***

## **PUBLIC GATHERING**

### **INCREASES RISK OF INFECTION**

#### **Laramie County policies limit public gathering**

The State of Wyoming and the CDC recommend reducing public gathering. Laramie County has instituted procedures to do so. *Though the County Courthouse will remain open for the Circuit and District Courts,* **In-person conduct of business is significantly reduced or eliminated**. All County agencies are directing the public to avoid in-person conduct of County business and each provide multiple ways to conduct business remotely. “Walk-in” service will not be available or is strictly limited to in County agencies. **Check on-line or by calling before going to the agency.** *Each agency has different procedures-including “BY APPOINTMENT ONLY”* in many cases. Please read carefully and/or contact as directed, for any agency you intend to use.

Laramie County is committed to continue serving the community, however, due to the rapid developments relating to the COVID-19 virus, these safety measures are implemented to protect our employees as well as the community.

We are encouraging our community to follow the guidelines outlined by the Center for Disease Control (CDC) to minimize the spread and risks of COVID-19 by practicing social distancing, remaining home if you are feeling ill or if you are in an “at risk” category. Please utilize the online services and/or mail in services for the following services and/or use the contact methods provided:

#### **County Assessor:**

In order to limit the spread of COVID-19, the Assessor’s office will be closed to walk-in patrons for now. We regret the inconvenience. Individual appointments may be and or conducted over the phone or by email.

Assessment schedules will be mailed on March 25<sup>th</sup>. If the property owner wants the Assessor to review the 2020 valuation, a review form will be available on the Assessor’s page of [www.laramiecounty.com](http://www.laramiecounty.com). After the Assessor receives the electronically submittable review

form, office staff will contact the property owner to provide additional information and scheduling. The last day to appeal the 2020 valuation is April 24, 2020 by 5 p.m.

Email contact: [assessor@laramiecounty.com](mailto:assessor@laramiecounty.com)

Phone: **307-633-430**

## **County Clerk:**

- **Titles:** Mail original Title or UCCC paperwork, or use dropbox outside Titles office. Fax for review only: **(307) 633-4240**. For Titles/UCCC information, call **633-4247** or email: [office@laramiecountyclerk.com](mailto:office@laramiecountyclerk.com); [mtinney@laramiecountyclerk.com](mailto:mtinney@laramiecountyclerk.com); [michellew@laramiecountyclerk.com](mailto:michellew@laramiecountyclerk.com)
- **Marriages:** Couples applying for license only, please. Check with Circuit Court to see if marriages are being performed at **(307) 633-4298**.
- **Elections:** To request an absentee ballot, call **(307) 633-4242** or email [election@laramiecountyclerk.com](mailto:election@laramiecountyclerk.com). Effective Mar. 23, persons wishing to register to vote or change political party, mail your application: <http://sos.wy.state.wy.us/Forms/Elections/General/VoterRegistrationForm.pdf>
- **Recording:** Mail or e-record documents. Call **(307) 633-4352** or email [lpate@laramiecountyclerk.com](mailto:lpate@laramiecountyclerk.com) with questions. Restrictions will be in place for onsite research. Visit website for research and e-recording information: [https://www.laramiecountyclerk.com/recorded\\_documents.aspx](https://www.laramiecountyclerk.com/recorded_documents.aspx)

# Sheriff's Department:

The Sheriff's Office is following the general guidelines from CDC and established protocols in dealing with the COVID-19 virus. We have been working closely with City/County Health in dealing with specific issues for Laramie County. There will be changes made to daily operations in an effort to limit exposure of civilian and sworn personnel during the next 2-4 weeks in an effort to combat the spread of the COVID-19 virus. We appreciate the public's understanding during this time period and look forward to returning to "business as usual" as soon as possible. Please visit Laramie County's and the Sheriff's Office website at [https://www.laramiecounty.com/\\_officials/Sheriff/index.aspx](https://www.laramiecounty.com/_officials/Sheriff/index.aspx) for the aforementioned changes. There is no way to list all of the changes that may/will be implemented, and we urge those conducting business, in person, at the Sheriff's Office to call first. Please, if you are ill or exhibiting flu-like symptoms, delay your business in the lobby of the Sheriff's Office until a later date and we can all remain healthy, thank you.

If you are a victim of the below listed crimes please call this number and you will speak to a Deputy that can take your information, **307-633-4805**:

Littering, Trespassing, Identify Theft, Lost Property, Noise Complaint, Scams, Suspicious Activity and any Traffic Complaints.

Our Records Division will be discontinuing fingerprinting for job applications and Concealed Weapons Permits until the end of March. That service will be re-evaluated after the end of the month. If you have a Concealed Weapons renewal you can come in if you are healthy.

Our Records Division will remain open to the public for V.I.N. Checks. If you have any doubts about being sick, wait until you are healthy. If we observe that someone is showing signs of being ill you will be asked to leave.

Effective March 18, 2020, ALL visitations for the detention center are CANCELLED until further notice.

All special programs inside the Detention Center are cancelled.

Inmate Labor visitation is cancelled until further notice.

## **Extension Office:**

Although we are not physically in the office, we are **still available** to help you. Please call us at **307.633.4383** or email [laramiecounty@uwyo.edu](mailto:laramiecounty@uwyo.edu)

If you would like to “join” us virtually on Zoom ([zoom.us/join](https://zoom.us/join)), call the office to make arrangements.

**For updates follow us at:**[www.facebook.com/LaramieCountyExtension](https://www.facebook.com/LaramieCountyExtension)

## **County Treasurer:**

### **MOTOR VEHICLE DEPARTMENT PROCEDURES**

Effective immediately, “walk-ins” will not be accepted. Should you need to speak to someone, please call us at **307-633-4232** option 2 for the Motor Vehicle Department. You may email your documentation to us at [autolicense@laramiecounty.com](mailto:autolicense@laramiecounty.com). We encourage renewing your license plates online at <https://cntyweb.laramiecounty.com/ireg/> . You may also mail in your renewals to:

Laramie County Treasurer  
PO Box 125  
Cheyenne, WY 82003

### **PROPERTY TAX DEPARTMENT PROCEDURES:**

Please call **633-4225** and please state to the clerk what type of transaction you need to do and we will advise you on taking your payment or what type of paperwork we will need from you to complete the transaction.

We encourage and request that you make payments to this office, on-line or through the mail.

Please go to [https://www.laramiecounty.com/officials/CountyTreasurer/property\\_tax.aspx](https://www.laramiecounty.com/officials/CountyTreasurer/property_tax.aspx) for internet payments or for more information.

## **Treatment Court Office:**

In order to limit the spread of COVID-19, treatment court appearances have been postponed. If you are a participant in a treatment court program, you will be contacted with more information. Should you have any questions, please contact Kurt Zunker at **(307) 633-4350** or [kzunker@laramiecounty.com](mailto:kzunker@laramiecounty.com) or Fernando Muzquiz at **(307) 633-4588** or [fmuzquiz@laramiecounty.com](mailto:fmuzquiz@laramiecounty.com) before coming in.

## **Events Office:**

At the advice of the CDC (Centers for Disease Control and Prevention) and local health officials, in an effort to help reduce the spread of the COVID-19 virus, our offices will remain closed until further notice.

If you are in need of assistance, please contact us via phone or email and we will make every effort to assist you. Individual appointments (in-person or alternate method) may be made on a case-by-case basis.

Laramie County Events encourages our community to follow guidelines outlined by the CDC, including social distancing, and remaining at home if you are feeling ill or in an “at risk” category.

**Laramie County Events office**

**307-633-4670**

[Events@laramiecounty.com](mailto:Events@laramiecounty.com)