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| **County** | **Recording Office Phone** | **Info** | **Date of Info** |
| Allegany | 301-777-5924 | If the document you need to record is a deed or requires a tax stamp, it must be mailed to the Allegany County Tax and Utility Office. They will stamp the document and forward on the recording office. Otherwise, all other documents may be submitted electronically through Simplifile (except where taxes are involved) or via mail. | Last Updated 3/17/2020 |
| Anne Arundel | 410-222-1425 | The option to submit electronically through Simplifile does exist. Because most of the staff is teleworking, Simplifile is your best option. You can drop off payment and documents at the office, however, everything must be in an envelope and there must be a cover sheet detailing everything in the envelope or it will not be accepted. | Last Updated 3/18/2020 |
| Baltimore City | 410-333-3760 | Documents may be submitted directly to the city via mail for processing or you can drop off documents at a dropbox located at the Calvert Street entrance of the courthouse. As far as transfer and recordation tax payments, the Tax office is closed to the public, however, they have set up a dropbox at their Holiday Street entrance for people to leave documents. They are working through a schedule on the frequency of getting the documents to the Land Records office. | Last Updated 3/24/2020 |
| Baltimore County | 410-887-2658 | Set up an account through Simplifile (or use your existing account) and record electronically or you can mail or overnight the documents and payment to the Recording Office | 3/16/2020 |
| Calvert | 410-535-1600 x 2264 | The Recording Office is only accepting mailed in documents at this time. The address is 175 Main Street; Prince Frederick, MD 20678 | 3/16/2020 |
| Caroline | 410-479-1811 x19 | Documents and payments may be submitted to them either by mail or electronically using Simplifile | Last Updated 3/17/2020 |
| Carroll | 410-386-8760 | You may submit the documents electronically through SImplifile (preferred); you may mail the documents to the recording office. Alternatively, the Tax Office is still open and you can bring your documents there that may need a time stamp (deeds, mortgages) and the Tax Office will have them delivered through interoffice mail to the clerk’s office. Please note: all mailed documents are being held for 48 hours due to the potential spread of the virus. | Last Updated 3/17/2020 |
| Cecil | 410-996-5375 | You may submit the documents electronically through SImplifile; or you may mail the documents to the recording office | 3/16/2020 |
| Charles | 301-932-3201 x6 | Documents may be submitted via mail or electronically through Simplifile. Currently, the Treasurer’s office is open to receive payments (they do not expect to close). | Last Updated 3/17/2020 |
| Dorchester | 410-228-0480 | Currently they are still receiving documents through the mail and online through Simplifile If you need to go to the Assessments Office, they are only open Monday, Tuesday and Wednesday from 8:00 am until 12:00 pm. If a deed is mailed in, upon receipt, Assessments will be called and will come down and stamp it and it will be walked across the street and dropped off for recording. They emphasized the importance of making sure there are three copies of the intake sheet. | Last Updated 4/1/2020 |
| Frederick | 301-600-1908 | Accept e-recordings only. Transfer and land records closed to the public. If you must send something to the Assessment Office, they are receiving those documents and then forwarding them by email to the Tax Office. | Last Updated 4/1/2020 |
| Garrett | 301-334-1941 | Currently, you can drop off documents with security at the front door and let them know what they are for, then security will have them delivered to the recording office staff. You can also mail, FedEx or UPS documents to the recording office. | Last Updated 3/17/2020 |
| Harford | 410-638-3039 | Accepting all documents through mail. If it is a simple deed transaction, you can submit it electronically through Simplifile. | 3/16/2020 |
| Howard | 410-313-5850 | Online process for recording through Simplifile, submitted electronically went through the process with the County Finance Department. If it is rejected, it will be returned to you. If approved, you will receive the stamp of approval. Payment can also be made online | 3/16/2020 |
| Kent | 410-778-7460 | For documents except for deeds, those can be recorded electronically through Simplifile. For deeds and all other documents, you can bring them to the Courthouse. The clerk’s office window is to the right of the main door. They will process the documents and return them to you while you wait (PLEASE NOTE: if you do drop off, please call ahead so they know you will be dropping off as they would like to process same day) or you can leave it in the dropbox at the Courthouse. at the door and then they will be returned to you once they have been recorded. The Finance Office is currently still open to the public at this time to accept payments and have deeds stamped. As well, documents and payments can be mailed. | Last updated 3/17/2020 |
| Montgomery | Barbara Meiklejohn, Clerk of the Court 240-777-9467 OR Karen Bushell, Deputy Clerk of the Court 240-777-9465 | At this time, the Revenue Office is still open for people to drop off documents and payment. You would use the downstairs cashier window. They are taking the documents and payments and processing them, but they are waiting 48 hours to process. Once the documents have been processed by the Revenue Office the documents can be dropped off on the Maryland Avenue side of the courthouse. **Call the Clerk’s Office at 240-777-9467 or 240-777-9465 to let them know you are dropping off. The Recording Office is accepting the documents at 10:00 am; 12:00 pm and 2:00 pm. Please call before making the trip.** | Last Updated 3/19/2020 |
| Prince George’s | 301-780-2253 | The Land Records Office is not taking any walk-ins. In concert with the Treasurer’s Office, we highly encourage the use of Simplifile. Prince George’s County is still processing 100% of documents submitted through Simplifile. You can also submit documents through the mail with the exception of deeds and deeds of trust. As far as payments if you do not use Simplifile, the lobby and cashier window is still open at this time. | Last Updated 3/18/2020 |
| Queen Anne’s | 410-758-1773 x2 | Accepting documents through the mail and allowing documents they have always recorded electronically through Simplifile (they have not made any changes to include new documents at this time). | 3/16/2020 |
| Somerset | 410-845-4840 | Accepting documents through mail and electronically through Simplifile with the exception of deeds and mortgages. Those do have to go through the mail and must be date stamped by the county office. | 3/16/2020 |
| St. Mary’s | 301-475-4200 x4563 | They are accepting documents and payments either electronically through Simplifile or by mail, UPS or FedEx. | Last Updated 3/17/2020 |
| Talbot | 410-822-2611 x1 | Documents are being accepted electronically through Simplifile or by hard copy either through the mail or you can bring the documents to the Courthouse. A dropbox has been setup by the security desk to accept documents to be recorded. | 3/16/2020 |
| Washington | 301-790-7991 x4 | Documents may be submitted electronically through Simplifile. You can also mail or FedEx hard copies to the offices or you can drop off the paperwork and payments at the door of the building. If you drop off, you will be asked to fill out a form and submit the documents, payment and form in an envelope | Last Updated 3/17/2020 |
| Wicomico | 410-543-6551 x4 | If documents do not need a stamp from a specific jurisdiction (for example, city of Salisbury) they may be submitted electronically through Simplifile or hard copies may be dropped off in the box located in the atrium of the Courthouse. Note that all county offices are now closed to the public so there will be delays in recording.  For deeds in the City of Salisbury:   1. Preliminary Inquiry   Customer contacts Kay Lundy or Cheryl Carpenter to:   * 1. inquire as to outstanding debts against the property   2. request a final water reading  1. DID Stamp   Customer calls DID Surveyor and advises when the original documents for deed transfer can be delivered to the GOB   * 1. Leave the documents with the security guard with instructions to hold them for the DID Surveyor for pick up   2. All documents and payments should be in a sealed envelope to ensure integrity of the documents   3. Payment must be in check form **and not cash**   4. Upon receipt of the packet the security officer notifies the DID Surveyor that the packet has been received   5. The DID Surveyor reviews the packet and stamps the original document if the package passes inspection   6. The DID Surveyor delivers the approved packet to the security officer and calls Kay Lundy or Cheryl Carpenter to inform the packet is available for processing   7. Security officer delivers the package to Finance by placing on Cashier’s Counter  1. City Finance 2. The finance representative inspects the packet for accuracy and completeness. The review includes but is not limited to: 3. DID Stamp 4. Intake Sheet 5. Salisbury Affidavit 6. Other related deed transfer information    1. The finance representative will verify all debts are satisfied    2. Upon approval, the City Finance representative will stamp the deed, deliver the packet to the security officer, and notify the customer 7. County Finance    1. The security guard will notify Wicomico County Finance    2. The County's finance representative will review for accuracy and stamps the deed (original document) if approved. Once the steps above are completed, County's personnel takes the deed ready to be recorded to the Clerk's office and drop it off at the drop box   **City Finance Contacts:**   |  |  |  |  | | --- | --- | --- | --- | | Kay Lundy | Revenue Clerk III | 302-339-3106 | [Klundy@salisbury.md](mailto:Klundy@salisbury.md) | | Cheryl Carpenter | Accounts Payable Clerk III | 410-726-4905 | ccarpenter@salisbury.md | | Olga Butar | Assistant Director Finance | 443-523-7649 | [obutar@salibury.md](mailto:obutar@salibury.md) | | Keith Cordrey | Director of Finance | 443 614 0040 | [kcordrey@salisbury.md](mailto:kcordrey@salisbury.md) |   **DID Contacts:**   |  |  |  |  | | --- | --- | --- | --- | | Les Sherrill | City Surveyor | 443-614-6774 | lsherrill@salisbury.md | | Bev Tull | Permit Coordinator | 443-235-1423 | [btull@salisbury.md](mailto:btull@salisbury.md) | | Amanda Pollack | Director DID | 443-397-8773 | [apollack@salisbury.md](mailto:apollack@salisbury.md) | | Last Updated 3/19/2020 |
| Worcester | 410-632-5500 | Documents may be submitted electronically through Simplifile (strongly encouraged). Hard copies can either be mailed or dropped off and placed in the dropbox outside of the Courthouse. Please note that mailed and dropped off documents are not processed until the next business day. | Last Updated 3/17/2020 |