



**SHASTA COUNTY**  
**OFFICE OF THE ASSESSOR-RECORDER**  
LESLIE MORGAN, ASSESSOR-RECORDER

## **LOBBY SERVICES**

As a precautionary measure to help slow the spread of COVID-19 (Coronavirus) the Assessor-Recorder's Office has implemented safety practices in line with guidelines provided by Shasta County's Emergency Response Team. Some of the modifications you will find as you seek services will include:

- **Social Distancing** – In an effort to ensure social distancing, we will stage and direct all customers to service areas. In addition, we have established 6 foot distancing guides for all lines and waiting areas.
- **Lobby Limit** – The lobby capacity will be limited to a 10 person maximum.
- **Customer Limit** – Customers will be limited to 2 per visit. Please consider the lobby limit and your needs before bringing additional people.
- **Face Coverings** – Face coverings are recommended.
- **Hand Washing/Sanitizing** – Hands should be washed or sanitized before and after seeking services.
- **General Guidelines** – Do not visit if you are sick. If you have a cold, cough, runny nose, sore throat, muscle aches or fever, please do not come into the office.
- **Research Time** – Time for performing research will be limited to 30 minutes per visit.
- **Recordings** – Documents presented for recording will be examined for recording the following business day.
- **Forms and Statements** – All forms or statements received will be distributed for processing the following business day.

For updates and additional information:

Assessor: <https://www.co.shasta.ca.us/index/assessor>

Main Line	530-225-3600	Fax 530-225-5673
Exemptions	530-225-3636	
Personal Property	530-225-3640	
Real Property	530-225-3600	

AsrRec@co.shasta.ca.us
Exemptions@co.shasta.ca.us
PersonalProperty@co.shasta.ca.us
RealProperty@co.shasta.ca.us

Recorder: <https://www.co.shasta.ca.us/index/recorder>

Main Line	530-225-5671	Fax 530-225-5152
Vitals	530-225-5678	

Erecording@co.shasta.ca.us
VitalRequest@co.shasta.ca.us