

HOUSTON COUNTY PROBATE COURT

201 NORTH PERRY PARKWAY • POST OFFICE BOX 1801 • PERRY, GEORGIA 31069-1801
PHONE 478-218-4710 • FA X 478-218-4715

JANICE D. SPIRES, JUDGE

COVID-19 MITIGATION

UPDATE March 17th, 2020 at 9:30 AM

Due to the Statewide Judicial Emergency Order that has been issued, the following applies:

- No New Weapons Carry License Applications will be accepted as fingerprinting has been stopped. Renewal Deadlines will be extended through the duration of this Judicial Emergency Order.
- Will SUSPEND “Courthouse Weddings.” We regret this inconvenience and hope to return to our regular scheduled wedding hours as soon as possible.
- Will CONTINUE TO PROCESS Marriage Licenses Applications **BY APPOINTMENT ONLY**. To schedule an appointment please call: (478) 218-4710 or you may email us at probate2@houstoncountyga.org and request us to give you a call to schedule an appointment. We will monitor this email regularly and call you as soon as possible to schedule an appointment. We are asking that you delay, when possible, in applying for your Marriage License during this Statewide Emergency State.
- Attorneys, please refer to the Judicial Emergency Order for filings.
- Pro-se Litigants, please mail us your petitions/proceedings, and we will process them as the Judicial Emergency Order allows.
- Vital Records: All Request must be made by the following ways
 - Email us at probate2@houstoncountyga.org. Please give us the name on certificate, date of birth, relationship to that person, reason for applying for record, phone number and address. Also attach a copy of your picture ID. We will call you and get payment by phone and then mail you the certificate(s). **OR**

- Mail us a request at the P.O. Box above with name on certificate, date of birth, your relationship to that person, reason for applying for record, phone number and address. Also enclose a copy of your picture ID. Send a check or money order or request for us to call you to make payment by phone. (25.00 1st copy, 5.00 for each additional copy) **OR**
- Through vitalchek.com. Follow their directions on their website.
- Certified Marriage Certificates may be ordered via the same as vital records above. We need the parties name and date of marriage and your relationship to the parties. As well as a copy of your ID.
- For Mental Health Pick Up Orders and other Emergencies, please call us at 478-218-4700 EXT. 1114 before you come in so we can schedule you an appointment. Please leave a voicemail with a good number to call you back. We are monitoring this extension regularly throughout the day.

We ask all individuals that **HAVE** to Visit the Probate Court to follow the recommendations of the Center for Disease Control and the Georgia Department of Public Health. Please refrain from coming to the Court if you have a fever or symptoms of respiratory illness or have been exposed to a person with coronavirus, flu, or any other communicable disease.