



PUBLIC NOTICE

The Potter County Clerk's Office to Resume Normal Hours

**Beginning June 1, 2020 the Potter County Clerk's Office
will resume normal business hours
8:00 a.m. to 4:30 p.m.**

***Application for Marriage License/Informal Marriage Certificate:** New processes are in place. Please see the online application information on the County Clerk website at <https://www.co.potter.tx.us/page/potter.County.Clerk>. The application will need to be completed and instructions followed in order to receive an appointment for the actual issuance of the license.

The appointment will be limited to the party/parties REQUIRED to complete the transactions. Please do not bring additional family members, friends or small children.

***Filing a DBA (Assumed Name) in Person:** Information for filing can be obtained from the County Clerk website at <https://www.co.potter.tx.us/page/potter.County.Clerk> or www.smallbusinessdevelopmentcenter.com and must be completed and notarized before recording. We do not have a notary in our office.

***Property Records:** Filing documents must be complete, we do not provide any property recording forms or notary services.

In order to further protect staff and our public community, please use a mask or have your nose and mouth covered during your appointment.

If you have traveled in the past 2 weeks, are currently sick, have been sick in the past 2 weeks, have been exposed to someone that is currently sick or has been sick in the past 2 weeks, please postpone this process as to not put our staff at a possible higher risk.

Julie Smith
County Clerk, Potter County