

Lenoir County Register of Deeds

Pam Rich
Register of Deeds



P. O. Box 3289
101 N. Queen St.
Kinston, NC 28502
252-559-6420
Fax. 252-523-6139

Due to the State of Emergency for Lenoir County, the Lenoir County Register of Deeds will begin operating on a different schedule starting Monday, March 23. The Lenoir County Register of Deeds will be open, **BY APPOINTMENT ONLY**, for certain transactions from 8:30am-11:45am. This is to protect our citizens and employees from the COVID-19.

- **REAL ESTATE RECORDINGS:**

- For anyone who wishes to Electronically Record their real estate document, please contact Simplifile at (801) 223-1046. For those who are already using the Electronic Recording method, we will still be able to accept them as usual.
- We will be accepting real estate recordings through regular mail. We will **NOT** accept them through certified mail, UPS, or FedEx. Please send it to:

Lenoir County Register of Deeds
P.O. Box 3289
Kinston, NC 28502

- **BIRTH, DEATH, & MARRIAGE CERTIFICATES:**

- For anyone wanting to request a birth, death, or marriage certificate, you can purchase one by regular mail or email **ONLY**. You can find the request form on our website <http://www.co.lenoir.nc.us/registerofdeeds.html>. Click on the link towards the bottom of the page that says "download an application" in order to print out the request form.
- You will have to send a valid picture ID with the request form by using either regular mail or email.
- If mailing in the request, you will have to send: a self-addressed stamped envelope and \$10 cash or money order for each certified copy.
- If emailing a request, please send completed request form and Valid Picture ID to lcrod@co.lenoir.nc.us. If you have any questions, please call us at (252) 559-6420.
- **Funeral Homes please contact us at (252) 559-6420.**

- **MARRIAGE LICENSE:**

- Marriage License will be by **appointment only** between the hours of 8:30am-11:00am. Only the couple will be allowed during the appointment.
- The couple will have to bring: Valid Picture IDs, Social Security Cards, Certified Birth Certificates, Divorce Decrees/Death Certificates, and Completed Marriage License worksheet found on <http://www.co.lenoir.nc.us/registerofdeeds.html>.
- All requirements are needed in order for the marriage license to be done at the time of the appointment.

- **NOTARY OATHS:**

- Notary Oaths will be by **appointment only** between 8:30am-11:45am.

- **DD-214's:**

- DD-214's will be by **appointment only** between 8:30am-11:45am.

- **PLATS:**

- Please contact us at (252) 559-6420.

For the protection of our employees, if anyone has any symptoms of the COVID-19, please do not come inside. Instead feel free to contact us at (252) 559-6420.

Please contact us at (252) 559-6420 for any questions.