

## **Jefferson County Frequently Asked Questions**

### **How does the City of Birmingham Shelter and Place order affect me in Jefferson County?**

It doesn't unless you live in the city limits of Birmingham. Even then, there are many exempted activities listed that allow essential activities to continue. If you are essential to your business and going to work there is no problem traveling in the City of Birmingham. Restaurants can still serve food as takeout and you are encouraged to patronize them. The order is asking people to restrict activity to what is essential. Please visit the City of Birmingham website for details on its order.

### **What is the Jefferson County Commission asking citizens to do at this time?**

The Jefferson County Commission is urging residents to comply with the Jefferson County Dept. of Health orders. Citizens should restrict activities to what is necessary, like going to grocery store, drug store, or taking care of relatives. If you need to get outdoors to exercise; take a walk, run, or ride a bike, that's okay, but do not do this in large groups. No team games like basketball. And, no large family gatherings. If you do go out in public, please make sure you wash your hands for at least 20 seconds or use an alcohol-based hand sanitizer after touching public surfaces.

If we can reduce the rate of the community spread, the quicker we can all get back to life as normal.

### **Is the Jefferson County Department of Health part of the Jefferson County Commission?**

No, The Jefferson County Department is a separate entity from the Jefferson County Commission. Dr. Mark Wilson reports to the State Health Officer. The Jefferson County Commission has no say in his orders.

### **What do I do if I think I have symptoms of COVID-19/Coronavirus?**

- Those who have COVID-19 symptoms can call the UAB testing center at 205-975-1881 for an appointment screening. Starting Monday, March 23, hours to call for an appointment are 7 a.m.-11 p.m., seven days a week.
- Appointments for the Downtown COVID-19 Testing Site will be scheduled between 9 a.m.-1:30 p.m. seven days a week.
- The site is located at the corner of University Boulevard and 22nd Avenue South.

### **What if I have questions about the Jefferson County Department of Health orders?**

You can call the JCDH Mon. – Friday, 8 a.m. – 4 p.m. at 205-930-1230 or 205-930-1260.

### **What is the Jefferson County Commission Doing to fight the spread of COVID-19?**

The Commission is trying to keep your County government functioning while also protecting our employees and our citizens. We have closed the courthouse to the public to reduce interactions, but we are offering a number of services online and still have employees working. We are working with the Department of Health and other entities on supplies, and other issues, providing assistance where we can.

Our citizens can have the greatest effect on reducing the spread of COVID-19 by staying home and only going out for essential activities.

### How do I pay my Sewer Bill?

- Bills cannot be paid in person while the courthouse is closed, but current accounts can still be paid online at [www.jeffcoes.org](http://www.jeffcoes.org). If you have questions about your account please send an email to [Contact\\_Sewer\\_Billing@jccal.org](mailto:Contact_Sewer_Billing@jccal.org).
- If you are a Birmingham Water Works or Bessemer Utilities Customer, please contact them for billing questions. 205-244-4000.

### How do I get a marriage license?

The site is [www.alabamapublichealth.gov/vitalrecords/marriage-certificates.html](http://www.alabamapublichealth.gov/vitalrecords/marriage-certificates.html)

- Fill out the form correctly.
- Print it and have it notarized (most banks offer this service)
- Send the form and a money order made out to Judge of Probate for \$84.50 within 30 days to the Probate Office for Recording:
  - Jefferson County Courthouse – Probate Court
  - 716 North Richard Arrington Jr. Blvd.
  - Birmingham, AL 35203

### How do I get a tag for my new car?

Jefferson County Department of Revenue will accept customers' purchase transactions from citizens and dealerships via mail. The documents should be mailed via common courier (e.g. FedEx, UPS, etc.) to:

**Jefferson County Department of Revenue  
716 Richard Arrington Jr. Blvd. N. Suite A-100  
Birmingham, AL 35203**

In order to process transactions for automobile purchases, citizens and dealerships are required to provide the following items:

- A properly completed Alabama Application for Certificate of Title (form MVT 5-1E) or Manufacturer's statement of origin (required for a new vehicle that has never been issued a title)
- Bill of Sale
- Valid and unexpired proof of identity (required for all owners)
- Proof of Alabama Insurance
- MV Dealer Affidavit – Ad Valorem Tax Exemption (for preowned vehicles only)
- Previous license plate number for tag transfers request
- Proof of residency if relocating from another county or state
- Customer contact information (telephone number and/or email address)

It is important that you provide the owner's telephone number and email address with the documents to permit the Revenue Office to contact the owner(s) if there are questions. This will also allow the Revenue Office to notify the customer of the amount due for their transaction.

### What if the car is a lease?

If the dealer's transaction is a lease, please provide the following documents:

- A properly completed Alabama Application for Certificate of Title (form MVT 5-1E)

- Valid and unexpired proof of identify (required for all owners/operators)
- Motor vehicle lease agreement
- Power of attorney, if applicable
- Proof of Alabama Insurance
- Proof of residency if relocating from another county or state
- The documents should be mailed via common courier (e.g. FedEx, UPS, etc.) to:

**Jefferson County Department of Revenue  
716 chard Arrington Jr. Blvd. N. Suite A-100  
Birmingham, AL 35203**

It is important that you provide the owner's telephone number and email address with the documents to permit the Revenue Office to contact the owner(s) if there are questions. This will also allow the Revenue Office to notify the customer of the amount due for their transaction.

### **Can I renew my car tag online?**

Yes, Jefferson County citizens who need to renew their registration may do so via mail or internet. When renewing by mail make sure that the check is made out to Travis A. Hulseley and proof of insurance is included. Send your renewal request to:

**Jefferson County Department of Revenue  
PO Box 11088  
Birmingham, AL 35202-1088**

- The most convenient way to renew your car registration is online at:  
<https://tagit.jccal.org/home/requirements>
- All requests for tag/decal replacements or address changes may be submitted to our email address at [revenueadd@jccal.org](mailto:revenueadd@jccal.org) or you can call the office at 205.325.5171.
- Please be advised that the State of Alabama Department of Revenue has extended the deadline for March 2020 registration renewals through April 15, 2020.

### **Can I renew my Driver's License online?**

Yes, you can. Information can be found on the Alabama Law Enforcement Agency website at:  
<https://www.alea.gov/news/alea-continues-modify-its-driver-license-division-operations-response-covid-19>

### **What if I had a court date?**

Tom Parker issued the following order suspending all in-person court proceedings for 30 days on March 13. (click here to view: [http://www.jccal.org/Sites/Jefferson\\_County/Documents/Main/AL-supreme%20court%20order-SJeffCoAtty20031616010.pdf](http://www.jccal.org/Sites/Jefferson_County/Documents/Main/AL-supreme%20court%20order-SJeffCoAtty20031616010.pdf)) There are exceptions that are mentioned in the order.

Jefferson County courts have also suspended court. Birmingham Division jury trials scheduled for March 30 – April 13 are suspended. Any jurors in the Birmingham Division should contact Court Administration at 205-325-5063 or 205-325-5064. Read order here. (link: [http://www.jccal.org/Sites/Jefferson\\_County/Documents/Main/Jeffco-Courts-Press%20Release%20-COVID-19\).pdf](http://www.jccal.org/Sites/Jefferson_County/Documents/Main/Jeffco-Courts-Press%20Release%20-COVID-19).pdf))

If you are a grand juror in the Birmingham Division please contact 205-325-5255. For any matter not listed in the Birmingham Division, contact the Clerk of the Court at 205-325-5355.

Bessemer Division jury trials previously scheduled for March 16, April 6, and April 13 are suspended. Please contact the Bessemer Deputy Circuit Clerk of Court at 205-497-8510.

### **Can I still file a motion in Probate Court or supply court documents if I'm an attorney?**

The Probate Court E-Filing system, Benchmark Web, is available for filing motions and other documents. These are being processed remotely, but no hearings will be set until further notice.

For any questions, contact Judge Elizabeth North at [northe@jccal.org](mailto:northe@jccal.org).

### **Can I get my building inspected?**

Yes, County inspectors are working please call 205-325-5321.

### **Can I get a building permit or trade permit?**

1. Visit the Accela Application to sign up for a Public User account at [www.permits.jccal.org/citizenaccess](http://www.permits.jccal.org/citizenaccess)
2. Downloadable instructions for using the ACA site are available from the [ePermitJC landing page](#) including a link to the ACA portal.
3. Contractors will need to have their Public User accounts connected to their registered credentials -- our staff can help with this process. Businesses will need to fill out and return this form ([click here](#)) Once completed, email it to us at [epermitJC\\_Registration@jccal.org](mailto:epermitJC_Registration@jccal.org).
4. Contractors will get an email from staff with any questions or other required information.

Planning records (permits) can be applied for online without connecting a Public User account to any credentials. Citizens will create a Public User account and apply directly for their records type. We recommend that citizens contact staff in the office to determine if they will need to apply/what kind of record to apply for and what information they will need to submit to complete their online application. Call 205-325-5321.

Building permits will need to download the online application, complete it, scan it and email back to us at [epermitJC\\_Building@jccal.org](mailto:epermitJC_Building@jccal.org). Visit our page [www.jccal.org/dsbuilding](http://www.jccal.org/dsbuilding) to find the building and miscellaneous permit forms (near the bottom, in the "Applications for Permits" section). Send applications and plan to [epermitJC\\_Building@jccal.org](mailto:epermitJC_Building@jccal.org), staff will contact applicants for more information if needed.

The Development Services homepage [www.jccal.org/ds](http://www.jccal.org/ds) will be updated as more information and instructions are released. Please send feedback or questions to [epermitJC\\_Building@jccal.org](mailto:epermitJC_Building@jccal.org).

If citizens receive an out of office email from staff they have been communicating with, please call the office at 205-325-5321 to determine who can help you.

### **What if I want to claim my homestead exemption?**

Exemptions are not date driven meaning a claim today until Oct. 1 will be applied to the next year. This office will reopen when the courthouse does and get caught up.

**Can I get a pothole filled?**

Yes, Roads and transportation departments are continuing to work projects as normal. If anyone has concerns on potholes, mowing, sight distance concerns on County roads call 325-5141.

**Is Cooper Green Mercy Health Services seeing patients?**

Yes, but we are prioritizing enrollees and patients in high risk categories. See the following.

- Urgent Care is open 9-6, M-F
- Prioritizing enrollees and those in high risk categories
- Phone: 205-930-3265
- If you are facing an emergency, present to the closest emergency department or call 911.
- Oncology is open as normal; patients are being called in advance to see if they have any concerns or symptoms
- Enrollment has been open, but due to low volumes, those are now being rescheduled. Patients on the schedule will be called.
- Pharmacy is open 8-3:30 M-F, but the procedures are different than normal. If coming to pick up a script, patients are directed at the front door on how to proceed.
- Providers and nurses are available with a notification. If needing to talk to a clinician, call 205-930-3757. Those requests will be put in as a notification.
- For other calls or to generally get information on services, call 205-930-3200.

**What if I had a Board of Equalization Hearing?**

- All scheduled in person hearings are being conducted via phone. Taxpayers who were scheduled should expect a call, however additional time should be allowed.
- County Appraisers are working in the field. They do not enter properties but take pictures for taxation purposes. Property evaluation is required by state law.

**Can I still get a land record?**

Yes, all recording is being handled remotely through our Landmark Web. E-recording directions and a list of documents accepted is available on the Probate Court website: [jeffcoprobatecourt.com](http://jeffcoprobatecourt.com). All E-recorded documents are being processed daily by our clerks working remotely. For any questions, please email Gwen Brooks at [brooksg@jccal.org](mailto:brooksg@jccal.org).