



How County Services Are Operating While The Courthouse Is Closed

Probate Court:

Land records: 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

All E-recorded documents are being processed daily by our clerks working remotely. For any questions, please email Gwen Brooks at brooksg@jccal.org.

Judicial: All in-person and courthouse hearings are suspended until April 6th.

Our 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.

Marriage Licenses are available to print from the State Office of Vital Statistics.

The site is 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

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. If you have questions about your account please send an email to Contact_Sewer_Billing@jccal.org.
- If you are a Birmingham Water Works or Bessemer Utilities Customer, please contact them for billing questions.

Dept. of Revenue:

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)

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

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.

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. Hulsey 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 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.

Board of Equalization:

- 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.

Coroner's Office:

- Continues to offer full service regarding death investigation, completion of reports and death certificates. Public access to office is restricted like Courthouse. For now we are holding decedent property rather than mailing it to the next-of-kin, but if the state of emergency continues, this will be reconsidered.
- Contact number: 205-930-3603

Cooper Green Mercy Health Services:

- 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.

Development Services: (Building permits and trade permits)

1. Visit the Accela Application to sign up for a Public User account at 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.
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. Visit our page 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, staff will contact applicants for more information if needed.

The Development Services homepage www.jccal.org/ds will be updated as more information and instructions are released. Please send feedback or questions to 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.

Homestead Exemptions:

- 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.

Roads and Transportation:

- Continuing to work projects as normal. If anyone has concerns on potholes, mowing, sight distance concerns on County roads call 325-5141.