

Richard L. Brown
Liberty County Tax Office (Liberty, Dayton and Cleveland locations)

Re: Procedures for Public Access to the Liberty County Tax Offices during the Declaration of Disaster related to the COVID-19 Pandemic

PRIOR to entering the building, all patrons doing business with the Tax Office will be required to first go through a uniformed law enforcement officer who will administer their temperature and have them complete either a written or verbal questionnaire form prescribed by Liberty County.

UPON entrance into the building, the tax office patrons will practice social distancing (maintaining 6 ft of distance) while waiting in line with the maximum occupancy being observed for each location as posted by the County Fire Marshal.

While it would be our preference for all customers to have an appointment set up in advance of coming to the Tax Office, we understand that most of our transactions are somewhat spontaneous and do not allow the luxury of advance planning so we will take customers without appointments. We will attempt to schedule appointments for vehicle title transfers since they are more time consuming and have not been allowed during our period of shutdown to the public.

Our staff will be separated from the public via glass/acrylic shields and work counters and will have their temperature taken daily to be in compliance with Liberty County guidelines and observe the requirements for staying at work. The work surface areas accessed by the public will be sprayed with disinfectant provided by the county and facial mask will be available to the public and staff by the county. Hand sanitizer machines provided by the county are available for staff and public in all 3 locations.

The public is encouraged to use the postal service to mail in tax payments as well as vehicle registrations rather than come to the tax office locations. Vehicle title transactions will need to be done in the office until further notice once the public is allowed to enter the tax offices. The public is still under the Governor's 60 day suspension of penalties on late registrations or title transfers so that message is conveyed to the public as well. We also take payments over the phone via credit/debit cards on taxes and vehicle registrations and will mail the receipt and tags to their address rather than have them come into the offices. We also have in place, through our county website, the ability for taxpayers to pay on line.

Please note that if a uniformed law enforcement officer is not available in each of our 3 locations, we WILL NOT be open to the public.