



## County Commission of Barbour County

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### Deputies

Laurie Austin, Chief Deputy  
Lesa Coontz  
Pam Spencer  
Derick Spencer  
Judy Marsh

### Connie L. Kaufman, Clerk

26 North Main Street  
Philippi, WV 26416  
(304) 457-2232 - Phone  
(304) 457-5983 - Fax

### County Administrator

Shana Frey  
Phone: (304) 457-4339  
Fax: (304) 457-4952

### PRESS RELEASE

In response to the COVID-19 virus, the Barbour County Clerk's Office and Record Room will be **closed to the public** as of **March 23, 2020** while we implement the following safeguards:

Only essential personnel will be permitted in the County Clerk's Office.

- RECORDINGS – will be done by mail or by the use of the drop off box at entrance door;
- COPIES OF ANY DOCUMENTS – will be done by mail;
- ONLINE DOCUMENTS – go to 129.71.117.241
- HUNTING & FISHING LICENSES – can be purchased online at [www.wvhunt.com](http://www.wvhunt.com);
- VOTER REGISTRATION – can be done by mail;
- MARRIAGE LICENSES – will be done by appointment only;
- ESTATES – call the office for instructions

Most business can be handled by mail and/or phone. We can be reached Monday – Friday, at 304-457-2232 between the hours of 8:30am to 4:30pm.

Respectfully,

Connie Kaufman, County Clerk