

Office of
Hamilton County Clerk & Recorder
Mary Anne Hopfinger

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Until further notice the Hamilton County Clerk & Recorder's Office will be conducting business internally from 10 am to 2 pm Monday through Friday. The Courthouse will remain closed to the public; however, our office will be staffed during this period for any questions regarding business you might have.

IF YOU HAVE RECORDING:

*You may call our office 618-643-2721 and get an account # for E-Recording. Any instrument may be recorded with the EXCEPTION OF DEEDS WITH PTAX 203 FORMS SHOWING REVENUE or

*You may bring documents to be recorded to the East Doors of the Courthouse to our Security Officer and we will pick up from him during 10am to 2 pm daily. Documents will ONLY be mailed back to the address listed on the instrument

or

*You can mail all recordings to the address above
They will be mailed back to the address listed on the instrument.

MARRIAGE LICENSE

*Will be issued by **APPOINTMENT ONLY**. Please call 618-643-2721 between 10 am and 2 pm to schedule an appointment.

LAND RECORDS SEARCH

Visit <https://cotthosting.com/ilportal/> to subscribe to Hamilton County Clerk's digital land records.

Most other business should be conducted via mail. Should you need a birth, marriage or death certificate, please mail your request along with a copy of your ID and payment to the Hamilton County Clerk's Office, we will process your request and send it back via mail.

Should you need to redeem **delinquent taxes**, please call our office and get the correct amount. Payments will be accepted from 10am to 2pm at the East Doors of the Courthouse or send cashier's check or money order to the address above. A receipt will be sent back via mail to the address provided.

Mary Anne Hopfinger
Hamilton County Clerk