

**Flathead County Clerk & Recorder**

Historic Courthouse  
800 S Main St – Room 114  
Kalispell, MT 59901-5420



Website: [http://flathead.mt.gov/clerk\\_recorder](http://flathead.mt.gov/clerk_recorder)

**Debbie Pierson**

Clerk & Recorder

Auditor/Surveyor

Election Administrator

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**PRESS RELEASE**

Flathead County Clerk & Recorder Department changes in response to COVID-19.

The Recording Office, Plat Room and Election Office remain open, however, public access will be limited effective Wednesday, 3/24/2020 at noon. Full service will continue to be provided through modified processes. Office staff can be reached via e-mail, phone or mail and electronic document submission is encourage when appropriate. Documents can also be dropped off for daily processing during regular business hours (M-F; 8 am-5 pm) at the historic Courthouse S. Entrance. **If additional assistance is needed, and you require a meeting with staff, please contact our offices to schedule an appointment. Social distancing practices will be observed.**

**To Request Documents or Forms –**

Many documents and forms can be found on individual office websites.

**Recording**

[https://flathead.mt.gov/clerk\\_recorder/](https://flathead.mt.gov/clerk_recorder/)

(406) 758-5526

E-Mail: [recorderweb@flathead.mt.gov](mailto:recorderweb@flathead.mt.gov)

**Plat Room**

[https://flathead.mt.gov/plat\\_room/](https://flathead.mt.gov/plat_room/)

(406) 758-5510

E-Mail: [Plat@flathead.mt.gov](mailto:Plat@flathead.mt.gov)

**Elections**

<https://flathead.mt.gov/election/>

(406) 758-5535

E-Mail [electionweb@flathead.mt.gov](mailto:electionweb@flathead.mt.gov)

**To Record Documents –**

Forms, instructions and a drop-box is located inside the south entrance of the historic Courthouse, 800 S. Main Street, Kalispell. Once recorded, originals will be returned to the address listed on the document.

**To Request Birth & Death Certificates –**

The following website is encouraged for electronic requests: [www.vitalchek.com/vital-records](http://www.vitalchek.com/vital-records)

You may submit a completed birth/death request form, a copy of applicable identification and payment through the mail or drop box located at the south entrance of the historic Courthouse, 800 S. Main Street, Kalispell. Request forms can be found at [https://flathead.mt.gov/clerk\\_recorder/](https://flathead.mt.gov/clerk_recorder/) or at the south entrance of the historic Courthouse.

**To Register to Vote or Update Voter Records–**

Voter forms can be found on the Election office website at <https://flathead.mt.gov/election/>. Forms can be mailed to the Election office-40 11<sup>th</sup> Street W, Kalispell, MT 59901, e-mailed or dropped at the Courthouse drop box.

Thank you for your patience and understanding as we continue to implement practices to keep our community and employees safe and healthy.

Debbie Pierson

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