



10443 US HWY 59
Atchison, KS 66002

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Atchison County Internal Changes due to COVID-19

Effective today, November 10, 2020, Atchison County will be limiting public access to Atchison County departments and offices to take preventative measures designed to reduce the spread of the Coronavirus illness. We are making arrangements to adjust services to be in the best interest of the employees and citizens of Atchison County. Information on the changes of services will be posted to the Atchison County website and Atchison County Facebook page as they become available.

There have been 620 confirmed cases of COVID-19 in Atchison County. Please follow the Atchison County Health Department for official updates regarding COVID-19.

Atchison County Courthouse: The north doors of the Atchison County Courthouse will remain unlocked, but citizens should call to make appointments with the offices needed. There is a drop box located at the north entrance of the courthouse for all documents that need dropped off. Please make sure all documents are in a secured envelope with the name of the department it should be delivered to.

If you have any symptoms similar to the flu, including fever, cough or shortness of breath, please do not enter or make an appointment until symptoms have subsided and you have been fever-free for at least 72 hours.

- **Treasurer's Office:** 913-804-6050
 - The Treasurer's Office is accepting appointments for in-person business transactions. Walk-in traffic will be allowed with a maximum of two customers at a time. If we already have two customers, we will request you wait in your car until an opening is available. Priority is given to citizens with appointments.
 - Please schedule an appointment for in-person renewals or renew online (<http://ikan.ks.gov>); by mail (mail to 423 N. 5th, Atchison, KS 66002); or using the courthouse drop box (in front of the courthouse). You can reprint your vehicle registration notice online under Treasurer on our website www.atchisoncountyks.org. This includes the pin number needed for online renewals or the amounts for mailing registrations in. You may mail or drop off your renewals to our office at 423 North 5th, Atchison, KS 66002. Please include a current contact number as well as insurance information (we will return it with your renewal). Or you may have your insurance emailed to tax@atcoks.org or faxed to 913-367-3187.
 - For completion of title work on a vehicle purchase, please call the office at 913-804-6050 for an appointment. Please call regarding refunds on sold/disposed vehicles.
 - Please follow the link on our website to pay current real estate, property and truck taxes. You may also mail your payment or drop it off in the box in front of the courthouse. Please mark the payment if you'd like a receipt mailed to you.
 - Please call the office at 913-804-6050 with questions between 8:30 am and 4:55 pm. Or email treasurers@atcoks.org. We appreciate your patience in keeping all of our community members safe.
- **Clerk's Office:** 913-804-6030
 - The Clerk's Office is accepting appointments for in-person transactions. Walk-in traffic will be allowed with a maximum of two customers at a time. If we already have two customers, we will request you wait in your car until an opening is available. Priority is given to citizens with appointments.

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- Voter registrations can be completed online at <https://www.kdor.ks.gov/apps/voterreg/default.aspx>
- Fish and game licenses are available online at <http://kdwpt.state.ks.us/>
- If you would rather fill out a paper copy, please call the Clerk's Office schedule an appointment.
- If you need assistance, please call the office at 913-804-6030 or email clerks@atcoks.org.

- **Register of Deeds Office:** 913-804-6025
 - The Register of Deed's Office is accepting appointments for in-person business transactions. Walk-in traffic will be allowed with a maximum of two customers at a time. If we already have two customers, we will request you wait in your car until an opening is available. Priority is given to citizens with appointments.
 - If you have documents to be dropped off for processing please put documents in the drop box at the north entrance of the courthouse and call the office to notify them of the drop off.
 - Record searches may be completed online. Please call the office or visit the Atchison County Register of Deeds website at <http://atchisoncountyks.org/4/Register-Of-Deeds> for more information.

- **County Attorney's Office:** 913-804-6020
 - Please call to make an appointment.

- **Appraiser's Office:** 913-804-6010
 - The Appraiser's Office is accepting appointments for in-person business transactions. Walk-in traffic will be allowed with a maximum of two customers at a time. If we already have two customers, we will request you wait in your car until an opening is available. Priority is given to citizens with appointments.
 - Appeal Hearings – If you are scheduled or need to schedule an appeal hearing, please contact Debbie Thompson, County Appraiser for an appointment. Email her at dthompson@atcoks.org or call 913-804-6017.
 - If you have personal property questions, you can call Amanda Dishong at 913-804-6016

- **Human Resources:** 913-804-6002
 - The Human Resources Office is accepting appointments for in-person transactions. Walk-in traffic will be allowed with a maximum of one customer at a time. If we already have one customer, we will request you wait in your car until an opening is available. Priority is given to citizens with appointments.

- **District Court:** 913-804-6060
 - Please use the north doors of the courthouse to enter for court hearings.
 - If you have any questions or concerns that could be answered by phone, please call first instead of coming to the courthouse.

Atchison County Sheriff's Office: 913-804-6080

Doors remained locked. Use intercom for assistance at the door.

- **VIN Inspections**
 - VIN Inspections are available Monday through Friday from 8:30 to 4:30 or by appointment.
- **Offender Registration**
 - By appointment only
 - Must call ahead of time to make arrangements
- **Inmate Visitation**
 - Soon to be some adjustments.
 - If you have any symptoms similar to the flu, including fever, cough or shortness of breath, please do not come to the office for visitations until symptoms have subsided and you have been fever-free for at least 24 hours. It is our duty to keep your loved ones safe while incarcerated at the Atchison County Jail. To do this, we have to keep our employees healthy to be sure to keep inmates healthy.

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Road & Bridge: 913-804-6120

- Walk-in traffic will be allowed with a maximum of two customers at a time. If we already have two customers, we will request you wait in your car until an opening is available.

Solid Waste:

The Solid Waste department (transfer station) will continue operations as normal with a few exceptions.

- Walk-in traffic will be allowed with a maximum of one customer at a time. If we already have a customer, we will request you wait in your car until an opening is available.
- If there is a shortage of department staff, there is a chance that the Effingham location may be closed for a duration of time. We will post notification if the site closes.

Emergency Management and EMS:

The Emergency Management and EMS facilities (EMS Station 1, Atchison and EMS Station 1, Effingham) will be closed to the public.

- If you have EMS billing questions please call or email Jessica Housh, EMS Office Manager
 - Email: jhoush@atcoks.org Phone: 913-804-6150
- If you have a medical emergency please call 9-1-1

Community Corrections: 913-804-6110

- If you are required to check in with your probation officer or need assistance please call the office to schedule an appointment and/or further instructions. If your call is not answered you need to leave your name and number.
 - Community Corrections Contact Numbers:
 - Shelly Nelson: 913-804-6112
 - Cathy Crockett: 913-804-6113
 - Michael White: 913-804-6114
 - Cynthia Watkins: 913-804-6115
 - Parole Contact Numbers:
 - Candi Merrill: 785-991-0268
 - Kim McManus: 785-991-0294

The Board of Atchison County Commissioners, elected officials and appointed officials will be continuing to assess the situation and will provide updates and make changes as necessary. We apologize for any inconvenience this will cause the citizens of Atchison County, however, the health and safety of our employees and citizens are our priorities. Thank you for your cooperation in this ongoing situation.

Atchison County Government would like to urge and encourage businesses and citizens to take active steps to prevent the spread of COVID-19. The health and safety of our community is our top priority. Take simple steps to prevent the spread of diseases by COVID-19 by: wear a mask; washing your hands; avoiding close contact with people who are sick; covering your coughs and sneezes; avoid touching your eyes, nose and mouth with unwashed hands; stay home when sick. Stay up to date with COVID-19 information by visiting: www.kdheks.gov/coronavirus.

