

FOR IMMEDIATE RELEASE:

Contact: Dave Scanlan, Deputy Secretary of State: (603) 271-3242

Friday, March 20, 2020

## NH SECRETARY OF STATE TAKES ONGOING PRECAUTIONS IN LIGHT OF COVID-19 CONCERNS; VARIOUS DIVISIONS ADAPT SERVICES TO THE PUBLIC

As the Secretary of State's Office continues to take precautionary measures in the current state of emergency related to COVID-19, our various divisions are still operational and available to assist the public. However, adaptations in service will be implemented as of Monday, March 23<sup>rd</sup> until further notice.

Customers wishing to do business with the Secretary of State's Office are encouraged to utilize our website at [sos.nh.gov](http://sos.nh.gov) and to do business with us online. We can also be reached by phone, Monday through Friday, 8:00 a.m. to 4:30 p.m. to assist you.

Specific adjustments in service are as follows:

### **NH Archives and Records Management**

Due to current public health concerns, the NH Division of Archives and Record Management is closing its building to the public. In addition to housing Archives and Records Management, the Archives building contains the HAVA (Help America Vote Act) Office and the NH Division of Vital Records Office.

Customers with urgent business requiring immediate attention are asked to call the Division at 603-271-2236 or email at [Archives@sos.nh.gov](mailto:Archives@sos.nh.gov).

### **NH Corporations Division**

Customers wishing to do business with the NH Corporations Divisions are encouraged to consult the Secretary of State's website at <http://sos.nh.gov> and to use the NH Quickstart business portal at <https://quickstart.sos.nh.gov/online/Account/LandingPage> to register a business, file annual reports, update information, and obtain certificates of good standing.

Filings that cannot be completed online can be mailed or submitted into a drop box which will be located at the outside entrance of the Secretary of State's Corporation Division, located in the State House Annex at 25 Capitol Street in Concord, NH 03301. Over-the-counter regular and expedited services at our Customer Service Lobby in the State House Annex shall only be available by appointment until further notice.

Customers with urgent matters who require in-person services for business-related filings and certified copies are asked to make an appointment by phone at least 24 hours prior to their desired visit by calling (603) 271-3244. Appointments will be accepted Monday through Friday, 8:30 a.m. to 4:00 p.m.

All in-person SBA Information sessions are suspended until further notice.

Staff members will be available Monday through Friday, 8:00 a.m. to 4:30 p.m. to assist customers over the phone at 603-271-3246 or via email at [corporate@sos.nh.gov](mailto:corporate@sos.nh.gov).

### **NH Division of Vital Records Administration**

As of Monday, March 23<sup>rd</sup>, the NH Division of Vital Records Administration office will be closed to public access. Anyone in need of Vital Records' services should consult the Division's website at [https://sos.nh.gov/vital\\_records.aspx](https://sos.nh.gov/vital_records.aspx). The Division can also be reached by phone at 603-271-4650. While the building is closed to the public, applications for records are being accepted by mail and through the website.

If urgent service is needed, customers can use VitalChek, which offers priority processing of time-sensitive vital records requests. Records can be ordered directly from VitalChek's website at <https://www.vitalchek.com/> or by phone at 1-877-878-8007.

If customers have business with the Division of Vital Records Administration that cannot wait, they should call 603-271-4650 and staff will work with you to accommodate your request.

**ElectionNet Office**

As of Monday, March 23<sup>rd</sup>, the ElectionNet Office will be closed to public access. The office can be reached by phone at 603-271-8241 or by email at [nhvotes@sos.nh.gov](mailto:nhvotes@sos.nh.gov).

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