

The Gilpin County Stay at Home order expires on May 8, 2020. Even with the lifted restrictions, opening the Gilpin County offices will have a new meaning for us. We have been working on phases to open back up to the public. Phase one will be opening the first floor of the Courthouse on Monday, May 11, 2020. The Courthouse hours for the public will be 8:00 A.M. to 4:30 P.M., Monday through Friday.

To ensure we opening in a safe manner, and following executive orders, the following protocols are being implemented. Please read carefully so you are prepared when arriving at the Courthouse and we can best serve you.

- Starting Sat, May 9, at 8:00 AM, schedule an appointment online at [www.gilpincounty.org](http://www.gilpincounty.org). Appointments are to be made three or more days in advance. When you schedule an appointment online you will be asked to complete a brief health screening. If you are showing symptoms of COVID-19 please do not schedule an appointment at this time.
- Services for at-risk populations and vulnerable Individuals are to be completed online or through the mail. Appointments from 8:00 AM -10:00 AM will be reserved for these individuals, if business must be conducted face to face.
- DMV appointments may only be made Tuesdays and Thursdays only. When possible please continue to complete transactions online or through the mail.
- When you arrive at the Courthouse, please leave an empty parking spot between you and the next vehicle.
- It will be required for the public and County employees to wear face masks in the Courthouse, in waiting areas, at the DMV window, and all areas surrounding the Courthouse.
- The main entrance and DMV window will be open to the public. Individuals will be asked to wait outside the main entrance, six feet apart. Individuals will be let in the Courthouse or called to the DMV window, one at a time, based on their appointment time.
- So that we can stay on schedule, please be on time for your appointment. If you are not available when your name is called, you will be required to reschedule online.
- Unless your appointment requires more than one individual from the same household to attend, please come to the Courthouse alone.
- If you only need to drop off paper forms, they can be dropped off in the ballot box located in front of the Courthouse. No Cash will be accepted. Starting June 1, 2020 only ballots will be accepted in the ballot box.

Thank you for your patience, this is a new process for everyone. We are continually thinking about the best way to offer you necessary services during these uncharted times.