



GEAUGA PUBLIC HEALTH

Promoting and Protecting Community Health

470 Center St., Building 8, Chardon, OH 44024-1071

440.279.1900

www.gphohio.org

*Thomas Quade,
Health Commissioner*

*Carol Straniero
Director, Population Health*

*David Sage
Director, Environmental Health*

*Alta Wendell
Director, Administration*

November 6, 2020

To our clients visiting the Geauga Public Health office of Vital Statistics

To keep our staff safe, the Vital Statistics office is **operating by appointment only. Walk-in service will not be provided until further notice.** We appreciate your patience and cooperation.

Effective immediately, to obtain records from the Vital Statistics department, please call **440-279-1902** to schedule an appointment. These appointments are for quick exchanges of paperwork and payments only. For drop-off service, a locked box is provided in the lobby for submission of paperwork and checks which do not require an appointment. All paperwork must be submitted in an envelope and contain the submitter's name and phone number.

All visitors will be expected to wear masks. Those who do not wish to wear masks will be able to conduct business by mail or by visiting our website at www.gphohio.org.

During your visit, the staff will be adhering to the following policies:

- All visitors must wear masks.
- Only **one** customer may come to the appointment.
- Appointments will be made in 15 minute intervals, not to exceed ½ hour at any time.
- Only the business made for that appointment will be performed. Please plan accordingly when making your appointment.
- If we are unable to conduct the business you have scheduled, another appointment will need to be scheduled.
- **Please be on time for your appointment. Late arrivals will cause your appointment to be cancelled.**

We thank you for your understanding our efforts to keep our valued staff safe so Geauga Public Health can continue to provide services to the community.

Respectfully,

Thomas Quade
Health Commissioner